

US Africa Command Reporting Instructions

AS OF 1 December 2010

PLEASE REVIEW THE ENTIRE DOCUMENT PRIOR TO ISSUING ORDERS

This is a living document – see below for new information

This information supersedes all documentation on the same subject.

GENERAL: This instruction applies to all Department of Defense (DoD) military, DoD Civilian, and DoD contractor personnel assigned, attached or on temporary duty (TDY) to US Africa Command's (USAFRICOM) and the USAFRICOM Area of Responsibility (AOR). DoD contractor personnel are only included to the extent provided in the applicable contracts or according to DoD and Service or Agency policy.

POLICY: It is US Africa Command policy that all personnel deploying or going on temporary duty (TDY)/temporary additional duty (TAD)/temporary change of station (TCS) to the U.S. Africa Command AOR in support of a named operation, will comply with the reporting and training requirements set forth in this instruction. Additional deployment guidance for civilians can be found on the following link:

http://www.per.hqusareur.army.mil/cpd/Contingency_Info/otherContingencyOps.aspx.

Non DoD Civilian employees should use the link as a guide when applying their organization's deployment procedures. This instruction does not apply to short term (TDYs that are 30 days or less) TDY/TAD's meant to be visits to the continent.

USAFRICOM, component and subordinate activities commanders are responsible for ensuring their personnel meet all service specific reporting and training requirements.

COMPONENTS SHALL USE THIS DOCUMENT AS A TEMPLATE TO CREATE COMPONENT SPECIFIC REPORTING INSTRUCTIONS.

Summary of changes: A thorough review of this document is required

Effective date: This instruction is effective upon receipt.

INSTRUCTIONS ARE IN THREE PARTS

NEW INFORMATION:

- Updated changes to site specific instructions Camp Lemonnier, Djibouti
- Updated changes to site specific instructions SOCCE, CJTF-HOA , Djibouti
- Updated changes to Group Four – Specific Unit Training (Engineering Units)
- Added Appendix A-I

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PART I

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1. COMPLIANCE

Compliance with the following instructions and requirements are mandatory for all DoD personnel deploying or going on TDY/TAD/TCS to the Continent of Africa or Stuttgart.

2. ORDERS ISSUING FUNCTION:

Personnel reporting to USAFRICOM and traveling to the Continent of Africa must contact the gaining location point of contact (POC) upon receipt of travel orders/itinerary. All waiver requests (for personnel who do not meet specified requirements) must be approved by the deployed commander or designated representative. Send waiver requests to USAFRICOM Resources Directorate, Human Resources Contingency Manpower Branch (RES-HTM) immediately at paul.skelton@afcom.mil or shawn.knight@afcom.mil. Requests must include the following information: Electronic Joint Manpower and Personnel System (e-JMAPS) position number, grade, name, social security number (SSN), Skill, additional or special skill (s), DRI (reporting date), line remarks, and justification for waiver. If reporting to CJTF-HOA, contact Strength Management at strength.management@hoa.usafricom.mil.

3. ORDERS:

A. North Atlantic Treaty Organization (NATO) orders are mandatory if traveling **to/from/through a NATO country**. Refer to the foreign clearance guide for a complete listing of all NATO countries. NATO orders must be on a separate sheet of paper and must not be on the back of the Contingency Exercise and Deployment (CED) order. If

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the member is deploying with a weapon it must be reflected on the order that the member is authorized to bear arms and the weapons serial number..

B. EJMAPS Number: Ensure EJMAPS number is included in the remarks section of the order.

C. Joint Operations Planning and Execution Systems (JOPES): All personnel traveling/deploying in support of (ISO) a contingency or exercise will have their Unit Line Number (ULN) listed in their orders.

D. Force Tracking Number (FTN): All personnel traveling/deploying ISO a contingency or Theater Security Cooperation (TSC) event will have their FTN listed in their orders.

E. Meals and lodging: All orders shall indicate a meal and a lodging option. (See part II, Site Specific Reporting Instructions, for the options at each location.) The default meal rate for USAFRICOM named operations is "government meals available and directed." All orders must state this unless specifically stated in part II of this instruction. Meal availability is the same for officers and enlisted.

F. Prior to deployment to a theater of operations personnel (Individual Augmentee's) must ensure their orders do not reflect reporting directly to the theaters of operations. Orders must indicate IA processing at the required Service Component's Combat Readiness Command, unless ordered otherwise. The IA orders should read the specific CRC location the individual is to report along with the date and time group.

4. DUTY UNIFORM:

A. Service-specific working uniform, as appropriate. Non-issue headgear and baseball style hats with squadron insignia are not authorized. Uniforms will be worn in accordance with Service directives. Deployed commanders will determine if there is a need for DoD civilians to wear the tactical working uniforms. When performing field duties, appropriate field uniforms (example: ABU, ACU or CCU) are authorized, including when conducting meetings or other activities in the field with partner nation militaries in attendance. When conducting activities with US Embassy or Host Nation, uniformed military leadership in venues outside of field conditions, service Class B or equivalent will be worn. In all cases, when meeting leadership of partner nation militaries, dress should match (Class B for Class B, or Service Dress for Service Dress) the attire of the partner nation leadership attending the meeting.

B. Civilian clothing allowance for officers and enlisted personnel. In addition to any other clothing allowance authorized, service members (officer or enlisted) directed by competent authority to dress in civilian clothing more than half the time when performing official duty, as a military requirement, may be authorized a civilian clothing allowance.

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By law, an officer is authorized a civilian clothing allowance only if his or her permanent duty station is outside the United States.

5. REQUIRED ITEMS:

A. All military and civilian must hand carry:

- Military or Civilian identification (ID) Card, as applicable (valid past end date of orders)*
- Official passport
 - Official passports may take 60 – 80 days to process and deliver
- ID tags with one short and one long chain (provided by component)
- Immunization records form (CDC 731), International Certificate of Vaccination or Prophylaxis, (yellow shot record) with an official yellow fever stamp is required. African countries may require re-vaccination or deny entry without proof (stamp) of yellow fever vaccination.
- Weapons qualification form (on rare occasions, deploying civilians may be issued side arms). Only government-issued side arms and ammunition are authorized. Civilians who are authorized to receive a side arm must receive weapons-familiarization training on the proper use and safe handling of firearms.
- Deployment order and NATO travel order if travelling through NATO Countries

B. All members should arrive with the following:

- Verification of all ancillary training (including training completion date) as outlined in paragraph 14.
- Updated deployable medical record (DD Form 2766 or equivalent)
- Current documentation of quantitative gas mask fit test
- Government Travel Card and adequate supply of personal checks
- Copy of Security Clearance
- Equipment Operator License, if applicable
- Enough personal hygiene items and personal prescription medications to last duration of deployment plus 15 days or until resupply can be expected
- Servicemen's Group Life Insurance (SGLI) Election and Certification, DD Form 8286
- DD93 Record of Emergency Data/vRED

*NOTE: Under both The Hague and Geneva Conventions, DOD civilian employees are entitled to be protected as Prisoners of War (POWs) if captured. These protections are afforded to civilians who are authorized to accompany the armed forces and are issued a Geneva Conventions ID card.

6. MOBILITY BAGS:

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- A. Reference Part II, Site Specific Reporting Instructions, for additional information.
- B. Individuals who deploy with 'C' mobility bags must deploy with a serviceable protective mask, hood, and filters, issued prior to departure from home station.
- C. Definition of Mobility Bags
- A Bag/ TA-50 Gear/Field Gear – Service provided organization clothing and equipment. Example: Sleeping bag, poncho, Kevlar helmet, canteen, cover, cup, cap, mess pan, utensils, first aid kit, insect repellent, ammunition (ammo) pouch, web belt, helmet head band, etc.
 - B-Bag/ Service provided cold weather organization clothing and equipment as required for environmental conditions. Example: A-3 Kit, lined field cap, mitten set, Mukluk inserts, mukluks, N3B parka, wool socks, wool sweater, bottom undergarment and top undergarment.
 - C-Bag/ Service provided chemical warfare defense (CWD) equipment, as required for threat conditions. Example: DECON kit, C-2 Canister, MCU-2A/P Hood, Paper detecting M8, Tape detecting M9, Cotton inserts, Protective over garment, Glove (.14 mil), Black protective over boot (or Green/Black Vinyl Overshoe), and Kit Bag (if in built up configuration)
 - D-bag/Aircrew Equipment – Service provided uniforms and equipment as required for environmental and threat conditions. Example: Aircrew Life Support Equipment, Aircrew CWD ensemble.
- E. Does not apply if individual is deploying aboard a ship. IE: Africa Partnership Station.
- F. Chemical Warfare Countermeasures.
- a. Units and individuals traveling or deploying for more than 30 days to the CJTF-HOA AOR (Djibouti, Eritrea, Ethiopia, Kenya, Seychelles, Somalia, and Sudan) with a requirement to bring C/C-1 bag and/or D/D-1 bag must bulk ship, with the deploying unit, the following CW antidotes: atropine and pralidoxime chloride (2-PAM Cl) auto injectors (three of each injector per deploying individual); pyridostigmine bromide (PB) tabs (two 18 or 21 tablet blister pack per deploying individual); and convulsive antidote nerve agent (CANA) auto injectors (one each per deploying individual). If individuals are deploying without a troop commander, they should hand-carry these items, and if flying commercial, should place them in checked baggage.
- b. When required, the above paragraph will be included on all orders to the CJTF-HOA AOR.

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c. Units and individuals traveling or deploying for less than 30 days to CJTF-HOA AOR and units and individuals deploying or traveling, regardless of length, to the rest of Africa will not hand-carry CW antidotes unless required by Service and/or subordinate activity policy.

7. EXCESS BAGGAGE AUTHORIZATION:

Personnel required to deploy with Mobility Bags are authorized excess baggage in accordance with (IAW) the Joint Federal Travel Regulations. (JFTR) Allowance will not exceed 3 pieces at 75lbs each. Civilian airlines may charge excess baggage fees (\$60-\$150 per bag) which are payable on the spot by member. If member transports a weapon as luggage an additional bag is authorized. Fire Protection and Explosive Ordinance Disposal (EOD) personnel are authorized two additional pieces of excess baggage for professional gear.

8. SECURITY CLEARANCE:

A. Personnel deploying in support of USAFRICOM operations must have a minimum U.S. SECRET clearance with an investigation that is no older than 10 years on the planned date of departure from theater.

B. Personnel deploying to fill a TOP SECRET requirement must have TOP SECRET clearance eligibility and the appropriate investigation (investigation must be no older than 5 years unless member submits a Periodic Reinvestigation (PR) that can be verified in the Joint Personnel Adjudication System (JPAS). Personnel filling USAFRICOM positions may have interim TOP SECRET clearance if it can be verified in JPAS. "One time" TOP SECRET access may be acceptable, depending on the deployment position. However, "one time" TOP SECRET access is only acceptable for "collateral" TOP SECRET and not for positions requiring access to Sensitive Compartmented Information (SCI), Special Access Programs (SAP), or North Atlantic Treaty Organization (NATO) COSMIC TOP SECRET. Contact USAFRICOM POC for all exceptions to TS clearance.

C. US Africa Command POC for SCI security clearance is the USAFRICOM Security Support Office (SSO). Contact numbers are: DSN from US: 314-421-3752 or 314-421-3756, DSN FAX from US: 314-421-8966, or comm.: 011-49-711-729-8966. For non-SCI security clearance, contact USAFRICOM office of Security Management. Contact numbers are: DSN from US: 314-421-3756 or 2256.

9. FUNDING:

A. **Deployment funding:** US Africa Command will not provide funding. Deployments are component/service funded unless otherwise indicated on the Execute Order (EXORD) or Operations Order (OPORD) for the operation. For contingency operations,

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funding will be provided after the fact via reimbursement for O&M requirements captured in accounting system.

B. Prior to departure, members must report to their Services financial office to determine eligibility and entitlements for Hazardous Duty Pay (HDP-I - formerly foreign duty pay), Family Separation Allowance (FSA), Per Diem, Imminent Danger Pay (IDP), and Combat Zone Tax Relief (CZTR).

C. Members will set up an Electronic Fund Transfer (EFT) accrual payment to facilitate payment of monthly government travel card balance and/or ensure access to accrued Per Diem funds. Home station finance offices should ensure personnel are briefed concerning the importance of EFT accrual payments.

D. The Combatant or Joint Task Force (JTF) Commander determines the appropriate TDY option. For example, a JTF commander might determine that personnel in regular TDY status will have a Per Diem rate of \$3.50, since all meals are provided at no cost. In this case, the Per Diem rate, even for TDY personnel on interim travel within the AOR, will also be \$3.50. Members must provide an AF FM 2282 Statement of Adverse Affect (or other service equivalent); to support payment of any missed meals. The Deployed commander (or equivalent) must sign as the approval authority, which will be process at home station.

E. Personnel reporting to CJTF-HOA must have a Government Travel Credit Card (GTCC). Members reporting without a GTCC may be denied the ability to travel in support of command missions.

10. WEAPONS:

A. Members are not authorized to bring weapons unless required by the site-specific information in Part II of this instruction. Personnel who are required to bring weapons will deploy with their assigned weapons.

B. All deploying military personnel must meet service qualification standards for their assigned weapon. Weapons qualification is not conducted at any deployed location

C. Deployment orders must include serial number of the weapon.

Note: All deploying personnel must be weapons qualified whether or not a weapon is needed. This qualification will not be waived.

11. TRANSPORTATION:

Maximum use of the passenger channel mission from Norfolk NAS, VA to Camp Lemonier Djibouti (with intermediate stops at Rota, Sigonella and Bahrain) is directed if appropriate for final destination. Other MILAIR is directed to the maximum extent

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possible where cost is beneficial to the government. However, do not delay deployment due to unavailability of MILAIR. Contact local transportation provider (Travel Management Office (TMO), SATO, etc) for travel arrangements. If stationed within USAFRICOM AOR, and within driving distance, transportation by privately owned vehicle (POV) is authorized, but is not to exceed transportation request cost. Most locations have shuttle transportation. The member should check with vehicle operations upon arrival to the airport. If shuttle transportation is not available, member must annotate transportation expenditures at deployed location (costs/mileage) on standard form (SF) 1164, then have SF 1164 validated by deployed supervisor, and signed by deployed site commander. The SF 1164 should be filed with the member's travel voucher upon completion of temporary duty, at home finance office.

12. RENTAL CARS:

A. Individual rental cars (at government expense) are not authorized unless specifically addressed in Part II (specific instructions for individual locations) of this instruction or required by position-specific line remarks. The temporary duty status of an individual does not necessarily justify the use of a DOD provided motor vehicle.

B. The unauthorized use, willful misuse and/or failure to prevent misuse of government-owned or leased vehicles are punishable under title 31, U.S.C. section 1349. The unauthorized or willful misuse of government vehicles, rented or leased, can be cause for disciplinary action or other administrative procedures under the provisions of the UCMJ.

C. At many deployed locations, local transportation offices are authorized short-term lease of vehicles to meet mission needs, though they cannot exceed command vehicle authorizations for that particular site.

13. FORCE HEALTH PROTECTION REQUIREMENTS:

A. MEDICAL CLEARANCE

1. Before deployment/travel, all personnel (DoD military, DoD civilian and DoD contractor) must contact their Command or Service medical readiness, preventive medicine, or public health officials to obtain health information specific to their travel or deployment location and mission. All personnel deploying or traveling, regardless of anticipated length stay or deployment location, must meet the requirements outlined in US Africa Command Manual 4200.03 14 Apr 2010, *Force Health Protection Procedures for Deployment and Travel* and DoD policies as outlined below. Current medical advisories and travel information are maintained at <http://travel.state.gov>.

a. All personnel traveling/deploying, regardless of length of stay, to countries within the US Africa Command AOR must be assessed prior to departure and determined to be medically ready for worldwide travel/deployment IAW DoD USD

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(P&R) Instruction 6025.19 3 Jan 2006, *Individual Medical Readiness*. Additionally, all civilian personnel will follow the guidance outlined in DoD USD (P&R) Directive 1404.10 23 Jan 2009, *DoD Civilian Expeditionary Workforce* and any other applicable directives. Contractor personnel will follow the guidance outlined in DoD USD (AT&L) Instruction 3020.41 03 Oct 2005, *Contractor Personnel Authorized to Accompany and the US Armed Forces* and the applicable contract.

b. All personnel deploying for 30 days or more to a land-based location that does not have a permanent U.S. military medical treatment facility must comply with all deployment health requirements outlined in DoD USD (P&R) Instruction 6490.03 11 Aug 2006, *Deployment Health* and health surveillance as required by CJCS Memo MCM-0028-02 2 Nov 2007 *Procedures for Deployment Health Surveillance*. The specific requirements are outlined in the US Africa Command Manual 4200.03.



ACM 4200.03 Force
Health Protection Pro

c. Personnel deploying or traveling for more than 30 days who are determined to have a deployment limiting condition IAW DoD USD (P&R) Instruction 6490.07, 5 Feb 2010, *Deployment-Limiting Medication Condition for Service Member and DOD Civilian Employees* may deploy if a deployment medical waiver is obtained IAW DoDI 6490.07, DoD USD (P&R) Memorandum, 9 Feb 2006, "Policy Guidance for Medical Deferral Pending Deployment to Theater of Operations", and US Africa Command Manual 4200.03.

- 1) Women should ensure they are not pregnant prior to deployment.
- 2) Pre-deployment pregnancy testing will be done IAW any Service policy.

2. All travel/deployment orders to countries within the US Africa Command AOR must contain the following statement verifying compliance with medical requirements: "Individual(s) received medical screening, briefing, medication, and immunizations for deployment/travel IAW current US Africa Command Force Health Protection policy and procedures (ACI 4200.03 and ACM 4200.03)".

B. IMMUNIZATIONS

1. The following immunizations are required for all military personnel, civilian employees who serve expeditionary requirements, and contingency contractor personnel deploying or traveling to countries on the African continent

- a. Hepatitis A
- b. Tetanus-Diphtheria (Td)
- c. Measles, Mumps, Rubella (MMR)
- d. Inactivated Polio Vaccine (IPV)
- e. Influenza

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- f. Hepatitis B
- g. Typhoid
- h. Meningococcal
- i. Yellow Fever

2. In addition to paragraph 1, the following immunizations are required based on risk and/or location:

a. Anthrax is required for all personnel deploying to Combined Joint Task Force-Horn of Africa (CJTF-HOA) AOR (Djibouti, Eritrea, Ethiopia, Kenya, Seychelles, Somalia, and Sudan) for more than 15 days.

b. Smallpox is required for all personnel deploying to CJTF-HOA AOR (Djibouti, Eritrea, Ethiopia, Kenya, Seychelles, Somalia, and Sudan) for more than 15 days.

c. Rabies vaccine is required for personnel at high risk of exposure IAW Service-specific guidance.

d. Pneumococcal vaccine is required for all asplenic and other high medical risk personnel.

e. Tuberculosis (TB) screening test must be current IAW current Service policy.

C. FORCE HEALTH PRESCRIPTION PRODUCTS

1. Malaria Chemoprophylaxis. Malaria occurs year round and chloroquine resistance has been reported throughout Africa. The predominant form is *P.falciparum*; however, *P.vivax* and *P.ovale* do occur as well. Malaria chemoprophylaxis requirements for Africa are delineated in the US Africa Command Manual 4200.03.

a. Malaria chemoprophylaxis is required for areas where National Center for Medical Intelligence (NCMI) assesses a small number of cases or more could occur in US military members in the absence of countermeasures. NCMI malaria risk assessment must be reviewed by medical personnel prior to prescribing primary and terminal malaria chemoprophylaxis.

b. Primary and terminal malaria chemoprophylaxis is an individual, tailored regimen to be prescribed in the context of a provider-patient relationship. Primary and terminal malaria chemoprophylaxis use is determined by multiple factors, including operational situation, length of exposure, prevalence of drug resistance, and any Service-specific policy.

IAW the Armed Force Epidemiological Board "Antimalarials and Current Practice in the Military-2003-13", 31 Jul 2003 Report, the Centers for Disease Control and Prevention's (CDC) Health Information for International Travel (the "Yellow Book") are appropriate national consensus guidelines for use by the DoD and may be found at www.cdc.gov.

1) The Yellow Book does not recommend a single drug of choice, as different circumstances require different chemoprophylaxis choices.

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2) Some Yellow book recommendations, including the indicated use of the drug or the dose of the drug are off-label.

3) Malaria chemoprophylaxis used in an off-label manner as recommended by the CDC may only be prescribed in the context of a provider-patient relationship or as part of an investigational new drug protocol.

c. Malaria chemoprophylaxis use, G6PD screening prior to prescribing, and prescription documentation must be IAW FDA, DoD and any Service-specific guidelines.

d. As outlined above, in many parts of Africa risk of exposure to malaria is extremely high and prophylaxis is never 100% effective. Therefore, consideration of directly observed therapy, rapid diagnosis, management, and treatment of malaria cases must be included in any operational planning and orders.

e. Medical personnel supporting operational activities must be trained in malaria diagnosis and treatment and will deploy/travel with FDA-approved rapid diagnostic kits and appropriate malaria treatment medications.

2. Occupational Post Exposure Prophylaxis. In many parts of Africa, HIV prevalence is extremely high. Individuals and units participating in activities that place them at high-risk for HIV exposure (i.e. dental/surgical/intravenous procedures with the local population) must deploy and travel with antiretroviral post exposure prophylaxis. Use of occupational post exposure prophylaxis will be IAW the most current CDC guidelines. Any occupational HIV exposure incident and prophylaxis use must be reported and documented IAW Service-specific policy.

D. INDIVIDUAL MEDICAL READINESS EQUIPMENT. Individuals must deploy/travel with:

1. Prescription medications: personal prescription medication supplies to last the duration of deployment/travel plus 15 days (or until resupply can be expected) or IAW Service-specific policy.

2. Medical equipment: all required medical equipment (2 pairs of eyeglasses, orthodontic items, hearing aids and batteries, etc). Personal durable medical equipment for certain health conditions will be allowed IAW medical waiver.

3. Any occupational health personal protective equipment (respiratory and hearing protection, dosimeters, etc).

4. Medical Alert tags: individuals requiring medical alert tags will deploy with red medical alert tag worn in conjunction with their personal identification tags.

5. Contact lenses: IAW Service-specific policy

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6. Personal Protection Measures (PPMs) Against Arthropod-borne Disease: IAW DoD policy, the DoD Insect Repellent System and other PPMs must be implemented in arthropod-borne disease endemic areas. The Armed Forces Pest Management Board (AFPMB) provides detailed information about the DoD Insect Repellent System and other PPMs. The requirement to utilize the DoD Insect Repellent System and other PPMs in arthropod-borne disease endemic areas must be included in all operational plans and orders. NOTE: PPM items are NOT medically supplied items, but rather are unit funded/procured; through they are required based on medical threat assessment. Minimum requirements include:

a. Insect repellent: all individuals deploying or traveling to arthropod-borne disease endemic areas, regardless of duration, will deploy/travel with enough personal use insect repellent with DEET to last through the deployment or travel. Commercial repellents are acceptable for use if they contain 24-35% DEET. Repellent should be applied directly to exposed skin and will protect against biting insects for up to 12 hours.

b. Permethrin treated clothing/uniforms:

1) Individuals deploying or traveling to arthropod-borne disease endemic areas will deploy/travel with a minimum of two uniforms or enough uniforms, which have been pre-treated with permethrin to last the duration of deployment or travel whichever is greater. Uniform treatment with permethrin (Individual Dynamic Absorption (IDA) kit or aerosol spray) should follow the directions on the label and/or AFPMB recommendations at <http://www.afpmb.org>.

2) Individuals authorized to deploy or travel in civilian clothes will treat civilian outer/field clothing with the DoD permethrin aerosol spray IAW the label directions or with permethrin treatment products available commercially.

3) Factory-treated insect repellent uniforms, if available, are also authorized. These uniforms will be clearly labeled on the inside by the manufacturer.

4) Nomex uniforms are not to be treated with permethrin.

c. Bed nets: individuals deploying or traveling to locations in arthropod-borne disease endemic areas will deploy/travel with a permethrin treated bed net and sleep under properly each night. Different bed net options may be found at <http://www.afpmb.org/standardlist.htm>.

E. UNIT FIELD SANITATION CAPABILITY AND EQUIPMENT. Due to the enhanced disease and non-battle injury threat in the US Africa Command AOR, all units conducting operations for than 30 days are required to have unit field sanitation and vector surveillance capability and equipment when deploying to locations without organic preventive medicine or public health support in the Africa Command AOR. Purpose of this capability and equipment is to provide basic field sanitation capability for

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unit personnel in order to minimize impact of disease and non battle injury due to sanitation and vectors.

1. For US Army units requirements for this field sanitation kit are established in AR 350-1 and FORSCOM Regulation 350-1 requirement, for USASOC units this is a USASOC Pamphlet 40-1 requirement. The kit is a unit funded requirement.

2. For USMC units guidance on equipment is provided in MCRP 4-11.1D.

3. For US Navy units guidance on equipment is provided in NAVPUB 5010-9.

4. For Air Force unit guidance may be found in various base set-up guidance, to include AFTTP 2.42.2.

F. **HEALTH THREAT AND COUNTERMEASURES BRIEFING.** All deploying or traveling personnel must receive a pre-deployment health threat and countermeasures briefing. African countries present a high level of overall health risk. Without adequate force health protection measures, mission effectiveness may be seriously jeopardized. At a minimum, content of brief will include endemic and communicable and vector-borne diseases, vector-borne disease countermeasures, food and water borne disease prevention, endemic plant, animal, reptile, and insect hazards, environmental conditions, occupational health and safety, personal/dental hygiene, operational and combat stress.

G. **POSTDEPLOYMENT/TRAVEL.** Immediately following return from deployment/travel, all personnel must report to their Service component's medical readiness, preventive medicine, or public health officials to initiate required post deployment/travel health follow-up.

14. TRAINING: Commanders are responsible to ensure that their unit or members assigned as Individual Augmentees (IA) complete the USAFRICOM required training prior to deployment. Commanders have the latitude to adjust training based on lessons learned, previous experience, and other circumstances. Changes to training requirements must be approved by deployed location or designated representative. Change request will be submitted to RES-HTM who will coordinate all changes to the appropriate location.

A. All personnel must complete an Isolated Personnel Report (ISOPREP) in the personnel recovery mission software (PRMS) web-based application. PRMS can be found only on the SIPRNET at <http://prms.osc.acc.af.smil.mil/prms>. Once completed in PRMS, ISOPREPS should be exported and saved as a word document and that copy retained at the member's deployed unit. ISOPREPs will be completed and filed on PRMS. PRMS can be found on the SIPRNET at <http://www.jptra.jfcom.smil.mil/>. For personnel without access to the SIPRNET, submit ISOPREP entries via AKO pro-file format. AKO can be found at www.us.army.mil. Navy personnel can select the link to Defense Knowledge Online (DKO) and apply for an account. Once account is established, select the link for <https://medinah.sed.monmouth.army.mil/pro-file> and use the logon and password for DKO to access. The pro-file survey information will be

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automatically sent to SIPR PRMS. Print completion certificate and maintain on file for future reference. Fingerprints are not required for the ISOPREP.

Determine individual risk of isolation IAW refs C and D (OPNAVINST & ACI). Prepare personnel for isolation IAW refs C and D (ACI & OPNAVINST). Ensure required individuals are familiar with USAFRICOM Personnel Recovery Concept of Operation (PR CONOPS), isolated personnel guidance and PR special instructions located <https://portal.africom.smil.mil/orgs/oplog/fo/fos/pr/layouts/viewlsts.aspx?basetype=1>

Training is divided into four blocks based on billet or mission requirements to ensure that each individual and/or unit is prepared prior to entering the AOR. Individual Augmentees and units must be able to demonstrate proficiency in the required tasks and training requirements outlined in this training guidance. Completion must be documented in the service member's record book or by completion certificate for all individual training. Commanders may submit a validation memorandum for unit training. The detailed training requirements are contained in APPENDIX A of this document.

B. Units who deploy to austere locations for more than 30 days without organic preventive medicine or public health support will ensure that at least two personnel per location/site are trained and certified to provide basic field sanitation services. An austere condition is one where there are no preventive disease or public health programs in place. The purpose of these individuals is to provide limited preventive medicine/public health capability to minimize disease and non-battle injury impact on operations in the US AFRICOM AOR. This is accomplished by advising and assisting the commander in the many duties essential to reducing Disease Non Battle Injury (DNBI). By providing instruction, supervision, inspection, and reporting, trained personnel ensure that appropriate field sanitation facilities are established and maintained; that effective sanitary and control measures are applied; and that effective preventive medicine and public health measures are practiced. Personnel assigned field sanitation duties will have completed training IAW Service policy, which shall include the following areas: Components of the Medical Threat; Environmental injury prevention; Unit field water supply and sanitation training; Unit field food supply and sanitation training; Unit sanitary field waste disposal training; Rudimentary field vector/pest management techniques; Fundamentals of personal hygiene in the field; Unit field sanitation equipment selection and utilization.

1. Training and field sanitation certification shall be obtained prior to deployment to the USAFRICOM AOR.

2. . Army Medical Department Center and School Field Sanitation Training Lesson 2 through 11 and Lesson 15 may be used as a template for field sanitation training. On-line class presentations are available at

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<https://echppm.apgea.army.mil/apps/tg276/default.aspx>. Training is located in folder 33.

3. Training templates, LOIs, equipment listings, and sample team SOPs are available in FM 4-25.12, Unit Field Sanitation Team, available at www.apd.army.mil.

4. Designated sanitation personnel should receive hands-on training and verification of training through local service preventive medicine personnel (Army ESO, Navy EHO, Air Force PHO, or enlisted equivalents).

a. U.S. Army requirement for this is AR 350-1, FORSCOM Reg 350-1, and USASOC PAM 40-1.

b. US Marine Corps guidance for training and selection of unit field sanitation personnel is provided in MCRP 4-11.1D.

c. US Navy guidance for training and selection of unit field sanitation capability is provided in NAVPUB 5010-9.

15. TRAVEL CLEARANCE/PASSPORT REQUIREMENTS:

The DoD Foreign Clearance Guide (FCG) requires travel clearance approval for all DOD and DOD-sponsored travel outside of the Continental United States (OCONUS). There are three types of travel clearance requirements: 1 – Country Clearance, 2 – Theater Clearance, and 3 – Special Area Clearance.

DoD requires the use of the Aircraft and Personnel Automated Clearance System (APACS) for all DoD and DoD-sponsored travel OCONUS. Additionally, the Department of State may require all DoD and DoD-sponsored travelers to submit a Country Clearance request via the Electronic Country Clearance (eCC). Please reference the FCG for additional clearance and/or country requirements at: <http://www.fcg.pentagon.mil> or <http://fcg.pentagon.smil.mil>.

For more information visit the Africa Command Theater Clearance Coordination Center (ATCCC) web site at: <http://www.africom.mil/TheaterClearanceCoordCenter/index.asp>.

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PART II

SITE SPECIFIC INSTRUCTIONS

A. Site-Specific instructions

1. FREETOWN

2. STUTTGART

3. CAMP LEMONNIER, DJIBOUTI

4. Special Operations Command and Control Element-Horn of Africa (SOCCE-HOA), Combined Joint Task Force –Horn of Africa (CJTF-HOA), CAMP LEMONNIER, DJIBOUTI

[5. LIBERIA - Operation ONWARD LIBERTY \(OOL\) \(For additional site-specific instructions go to Appendix A.\)](#)

6. BURKINA FASO

1. FREETOWN, SIERRA LEONE (BYXW)

A. **Meals and Lodging:**

- Government meals are not available nor directed
- Government lodging is available and directed at no cost to the member (Three US International Military Advisor Training Team (IMATT) personnel will share one, three bedroom apartment).

B. **Duty Uniform:**

- Service-specific working uniform (ACUs, BDUs, CCUs, flight suit, whites, as appropriate).
- Personnel will deploy with Kevlar helmet, body armor, and load-bearing equipment, or current Service equivalent.

C. **Additional Required Items:**

- **WEAPONS:** US Africa Command authorizes personnel deployed in support of (ISO) the UK IMATT to carry individual side arms while deployed within Sierra Leone. Weapons will be provided by the American Embassy, Freetown Regional Security Officer/Defense attaché (RSO/DATT).

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- **SECURITY:** Country clearance message should request expeditor service in case

US Defense Attaché Office (USDAO) or US IMATT personnel are not available to pick up traveler. All visiting US Government (USG) personnel will be required to receive a security briefing from the Regional Security Officer (RSO) upon arrival. Sierra Leone is rated high for crime. All travel outside of Freetown must have the approval of the Ambassador and the RSO.

- **TRAINING:** Individuals may be required to attend a pre-deployment briefing at USAFRICOM. If so, the briefing will be given by US Africa Command/Strategy Plans and Policy (SPP) Directorate, call DSN 421-2559 for more information. SPP will make billeting reservations for all personnel attending the training in Stuttgart for the duration of the training. All personnel are responsible for their reservation from Stuttgart to Freetown, Sierra Leone (Lungi International Airport).

- **RECORDS:** Passport and Visa are required for entry into Sierra Leone

D. **Additional Information:**

- **TRANSPORTATION:** Personnel will normally be met at the Freetown airport by IMATT or U.S. Embassy personnel. Each individual will send a copy of their individual orders and copy of their travel itinerary to SPP and USDAO Freetown within 15 days of their arrival date. Travelers are requested to bring adequate U.S. cash currency to cover transit travel from Lungi to Freetown (Hovercraft – USD 30.00), as well as the airport departure tax (USD 30.00). Passengers are required to pay the expeditor for the cost of travel from Lungi to Freetown. If a traveler arrives late at night and there are no means to travel to Freetown, visitors will be assisted with an overnight stay at the Lungi Airport Hotel or Mahera Beach Hotel.

- **RENTAL CAR:** Not authorized.

FINANCE: Credit cards or automated teller machines (ATM) cards SHOULD NOT be used in Sierra Leone due to theft and/or fraudulent transactions. Sierra Leone is effectively a cash-only economy. Exchanging money with street vendors is risky. Criminals may “mark” such people for future attack, and there is a risk of being provided counterfeit currency. Travelers with TDY orders and fiscal data may cash checks at the Embassy cashier.

- **MEDICAL CARE:** Medical facilities in Sierra Leone fall critically short of U.S. standards, and persons with medical conditions that may require treatment are discouraged from traveling there. Medicines are in short supply, the sterility of equipment is questionable and treatment is unreliable. Many primary health care workers, especially in rural areas, lack professional training. Instances of misdiagnosis, improper treatment, and administration of improper drugs have

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been reported. There is a Nurse Practitioner on staff at the Embassy. However, any serious injuries or illnesses will require medical evacuation (MEDEVAC).

MEDICAL REQUIREMENTS: All personnel deploying/traveling to Sierra Leone must meet the requirements outlined in paragraphs 13a to 13f above IAW US Africa Command FHP policy and procedures.

E. **MOBILITY BAGS:** None

F. **In-processing Information:**

- **REPORTING:** Contact POC for specific reporting instructions
- POC: Embassy Operations Coordinator, Barnetttdr@state.gov.
Comm: 232-22-226-481, ext 260/147, Cell: 232-76-647-523

Embassy after-hours (local guard): Comm: 232-22-227-998

- US Africa Command POC: SPP, DSN 421-2559.

G. **Listed numbers are DSN unless otherwise noted.**

FREETOWN, SIERRA LEONE

Ops Coordinator, Embassy

Comm: 232-22-226-481, ext 260/147

Cell: 232-76-647-523

Embassy after-hours (local guard): Comm: 232-22-227-998,

Embassy FAX:

Comm: 232-22-225-471 OR 232-22-228-191

State Department Intranet: Opennet: [HTTP://Freetown.State.Gov/](http://Freetown.State.Gov/)

Internet: [HTTP://Freetown.Usembassy.Gov](http://Freetown.Usembassy.Gov)

HQ US Africa Command SPP: 314-421-2559

2. STUTTGART, GERMANY (WKLJ), PATCH BARRACKS, GERMANY (SXFL), and KELLEY BARRACKS, GERMANY (MCBS)

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A. **Meals and Lodging:**

- “Government meals are not available or directed.” This option applies to locations where all three meals are not available in government mess.
- “Government lodging is available and directed” This option applies to locations at which on-base lodging and/or commercial contract quarters are available. Costs are paid by the member and reimbursed. Member must make lodging reservations at least 30 days prior to departure from home station. If government lodging is not available, obtain a non-availability statement from the lodging office prior to seeking off-base quarters. Members who have a non-availability statement are entitled to full Per Diem and amendments to orders are not required, (Dual lodging is authorized).

B. **Duty Uniform:**

Service-specific working uniform (ACUs, BDUs, CCUs, flight suit, whites, as appropriate)

- Army Class B uniform, or service equivalent

C. **Additional Required Items:**

- **TRANSPORTATION:** Fly commercial air into Stuttgart International Airport, Germany. 24-hour POC phone number for billeting is commercial (0711) 729-2167.
- **ORDERS:** Include the following on orders: “request orders issuing command scan or fax an advance copy of all orders to HQ US Africa Command/RES-HTM. Comm Fax# 011-49-711-729-5841, DSN FAX: 314-421-7398, Voice Comm 011-49-711-729-4198, DSN: 314-421-4198.” Include US Africa Command NATO orders; include the Joint line number on all CED orders.
- **WEAPONS:** Not authorized.
- **MOBILITY BAGS:** Not required
- **SECURITY:** Refer to the Joint Manning Document (JMD) for required minimum clearance.
- **RECORDS:** Personnel will deploy with security clearance paperwork. Members are required to bring immunization/medical/dental records.

D. **Additional information:**

- **RENTAL CAR:** Not authorized. Stuttgart garrison operates a regular shuttle service during normal operating hours.
- **FINANCE:** ATMs and a bank are available on post to obtain/change American and local currency.
- **MEDICAL CARE:** Out-patient military medical care is available at Stuttgart HealthClinic on Patch Barracks; However, personnel should bring enough prescription medication to last the duration of the deployment/travel.

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- **MEDICAL REQUIREMENTS:** All personnel deploying/traveling to Germany must meet the requirements outlined in paragraphs 13a and 13b above per US Africa Command FHP policy and procedures.
- **FYI:** Members will be provided APO postal mailbox upon in processing.

E. **In-processing information:**

REPORTING: Report to US Africa Command HQ Commandant immediately upon arrival and upon departure from location. POC: US Africa Command/COS-HQC at DSN 314-421-4748, Bldg 3306, Room 102

F. **Listed numbers are DSN unless otherwise noted** STUTT GART, GERMANY (HQ US Africa Command JOC)

COMM: +49 711 680 4050, (from US, add +011)

HQ COMMANDANT: 314-421-4749, Bldg 3306, Rm 103

US AFRICA COMMAND RESOURCES: 314-421-3039/4198, Bldg 3313, Rm 11/15

3. **CJTF-HOA CAMP LEMONNIER, DJIBOUTI (FGVD)**

A. Augmentees supporting Combined Joint Task Force – Horn of Africa (**CJTF-HOA**) should report directly to Headquarters Joint Task Force (HQS JTF), Camp Lemonnier, Djibouti. Contact CJTF HOA J1/Strength Management Office, DSN 311-824-4724 to receive up-to-date reporting instructions. Additional reporting information can be found at <https://www.cnic.navy.mil/cldj/OperatingForceSupport/ReportingtoCamp/index.htm>

B. Personnel will deploy in a TDY/TCS status. Military and DOD personnel are required to have a valid Armed Forces Identification Card and Orders.

C. **Official passport.** The possibility exist for CJTF-HOA personnel to travel to neighboring countries while deployed (i.e., Uganda, Rwanda, Burundi, Tanzania). No-fee passport is required for travel to these countries. If a passport cannot be issued before deployment, members are required to have a completed application. Please reference the FCG for additional clearance and/or country requirements at: <http://www.fcg.pentagon.mil> or <http://fcg.pentagon.smil.mil>.

D. Personnel will be attached to US Africa Command upon deployment.

E. Ensure deploying personnel are aware of threat levels set by Commander (CDR) US Africa Command throughout US Africa Command's AOR. Ensure personnel receive antiterrorism awareness training prior to deployment.

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F. Personnel will deploy with appropriate mission-oriented protective posture Gear (as defined by deployed unit).

G. **MEDICAL CARE:** Outpatient military medical care is available at Camp Lemonnier Expeditionary Medical Facility.

H. **MEDICAL REQUIREMENTS:** All personnel deploying/traveling to Djibouti must meet the requirements outlined in paragraphs 13 above per US Africa Command FHP policy and procedure.

I. **Weapons:** Contact the J-1 Strength Management Office at DSN 318-824-2558 to determine if a weapon is required. If you are unable to get in touch with HOA prior to your departure, personnel will report and deploy with personal/issued weapon (s).

J. **Mobility Bags:** The 'A' and 'C' mobility bags are required. For aircrews, the 'D' mobility bag may also be required.

K. **Excess baggage authority:** Excess accompanied baggage up to 210 lbs, not to exceed (NTE) 3 bags are authorized in accordance with the Joint Force Travel Regulations (IAW JFTR); however, all personnel should check with their airline prior to traveling for seasonal baggage restrictions. TDY shipment of household goods is not authorized. (There is a bi-weekly channel flight from Norfolk to HOA. Here is the number to Air Mobility Command (AMC) for channel info DSN 779-4636 or Com 618-256-4636)

L. Parent units must coordinate under-aircraft shipment of weapons to include providing appropriate shipping case.

M. Uniform for deployment is service specific. Members will deploy with service-specific dress uniforms.

N. Direct Liaison Authorized (DIRLAUTH) organization should coordinate with US Africa Command requesting agencies for coordinating instructions and specific movement instructions. Keep US Africa Command RES-HTM informed.

O. US Africa Command will not provide any funding associated with this deployment. Components will fund all costs of the deployment. Components will capture and report to service Comptrollers incremental costs for deployments ISO Operation Enduring Freedom. Service Comptrollers will report incremental costs to Defense Finance and Accounting Service (DFAS)-Denver IAW DOD Financial Management Regulation 7100.14R, volume 12, chapter 23, para 2306.

P. Personnel in grades E7 - E9, 01 – 06 and all Warrant Officers are required to complete the online Joint Individual Augmentee Training (JIAT) program prior to

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deploying for duty at the assigned staff. This is accessed by going to [HTTP://JKO.JFCOM.MIL/](http://JKO.JFCOM.MIL/) on the NIPERNET or Internet; selecting the “Joint Individual Augmentee Training (JIAT) program” link near the bottom of the page, and following the instructions to access the required training. To resolve any difficulties obtaining an AKO account contact the JKO help desk at JKOHELPDESK@JFCOM.MIL, commercial (757) 203-5654 or DSN 312-668-5654. To resolve difficulties accessing the JIAT program website or answer questions about the program, contact the JIAT program coordinator at JIATPROGRAM@JFCOM.MIL, commercial (757) 203-5577 or DSN 312-668-5577.

Q. All CJTF-HOA staff will attend introductory course on African and Djiboutian culture, African environment, and basic French and Swahili greetings.

R. Unit specific training in Appendix B of this instruction only applies to units deploying as a group. If a member of a civil affairs unit is deploying as a command staff member and will not be performing civil affairs tasks, for example, then he/she would not be required to complete the unit training in Appendix B.

4. Special Operations Command and Control Element-Horn of Africa (SOCCE-HOA) CAMP LEMONNIER, DJIBOUTI (FGVD)

A. Augmentees should report directly to HQS Joint Special Operation Task Force (JSOTF)-HOA J-1, Horn of Africa, Camp Lemonnier, Djibouti. Augmentees must contact the J1 to receive up-to-date reporting instructions.

B. Personnel will deploy in a TDY/TCS status. Military and DOD personnel are required to have a valid Armed Forces Identification Card and Orders.

C. **Official passports are required.** All personnel will deploy with an official passport.

D. Personnel will be attached to US Africa Command upon deployment.

E. Tour length should not exceed service policy and regulations for deployment. All requirements are rotational until cancelled by this Headquarters.

F. Ensure deploying personnel are aware of threat levels set by CDR US Africa Command throughout within the AOR. Ensure personnel receive antiterrorism awareness training prior to deployment.

G. Personnel will deploy with appropriate mission-oriented protective posture gear, CTA-50 and personal comfort items.

H. **MEDICAL CARE:** Outpatient military medical care is available Camp Lemonnier Expeditionary Medical Facility.

I. **MEDICAL REQUIREMENTS:** All personnel deploying/traveling to Djibouti must

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meet the requirements outlined in paragraphs 13 above IAW US Africa Command FHP policy and procedures.

J. **Weapons:** All personnel will deploy and report with assigned weapons.

K. Excess baggage authority: Excess accompanied baggage up to 210 lbs, NTE 3 bags is authorized IAW JFTR; however, all personnel should check with their airline prior to traveling for seasonal baggage restrictions. TDY shipment of household goods is not authorized.

L. **Mobility Bags:** The 'A' and 'C' mobility bags are required

M. Parent units must coordinate under-aircraft shipment of weapons to include providing appropriate shipping case.

N. Uniform for deployment is per service policy.

O. DIRLAUTH is authorized and encouraged with SOCCE-HOA for agencies requiring specific coordinating instructions and specific movement instructions. Keep SOCAFRICA informed, DSN 314-421-2776.

P. US Africa Command/SOCAFRICA will not provide any funding associated with this deployment. Components will fund all costs of the deployment.

Q. Personnel in grades E7 - E9, 03 – 06 and all Warrant Officers are required to complete the online Joint Individual Augmentee Training (JIAT) program prior to deploying for duty at your assigned staff. Go to [HTTP://JKO.JFCOM.MIL/](http://JKO.JFCOM.MIL/) on the NIPRNET or internet; select the "Joint Individual Augmentee Training (JIAT) program" link near the bottom of the page, and follow the instructions to access the required training. If you have difficulties obtaining an AKO account contact the JKO help desk at JKOHELPDESK@JFCOM.MIL, commercial (757) 203-5654 or DSN 312-668-5654. If you have difficulties accessing the JIAT program website or have questions about the program contact the JIAT program coordinator at JIATPROGRAM@JFCOM.MIL, commercial (757) 203-5577 or DSN 312-668- 5577.

R. POC: SOCAFRICA J1 at DSN 314-421-5234.

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PART III – APPENDIX

Appendix A. Training Requirements

1. **GROUP ONE:** Training consists of the minimum theater entry requirements established by US Africa Command and the designated Joint Task Force, if applicable. This training is required for all personnel prior to entry into the **USAFRICOM AOR**. The following training tasks may be accomplished individually through web-based classes or collectively through packaged briefings. These requirements may be met by Service-equivalent training. If there is no Service equivalent, U.S. Army training shall be completed. An Army Knowledge On-line (AKO) account will be required. Instructions are available in appendix D.

Theater Entry Training

1. Anti-Terrorism/Force Protection Level I for Overseas Service Members (<http://at-awareness.org/index.html>)
2. Operational Security
3. Subversion and Espionage Directed against the US military (SAEDA)
4. Survival, Evasion, Resistance and Escape (SERE) 100 – Code of Conduct or equivalent
5. Trafficking in Persons
6. DOD Information assurance awareness
7. Equal Opportunity/Prevention of Sexual Harassment (EO/POSH)
8. Sexual Assault
9. Combat Stress/Suicide Prevention
10. Law of Land Warfare
 - a. Comply/Enforce Law of War/Geneva Convention
 - b. Reporting requirements for Law of War Violation
11. (US Army only) Global Assessment Tool (GAT) (<https://www.sft.army.mil>)

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2. GROUP TWO: Training consists of required training for each individual augmentee (IA) assigned to the USAFRICOM AOR for a minimum of 120 days.

Service members above E-7 and filling staff individual augment billets are required to complete Joint Knowledge On-line training. The training is designed to educate individual augmentees on the function of the staff and better prepare members to perform duties within their specific billet. Some billet codes have additional specialized training.

JKO Training

Academic Training: Modules are from academic seminars covering fundamentals of headquarter operations. This group of training is mandatory for all E-7 and above reporting to AFRICOM and optional for all others. Group 2 training consists of JIAT (Joint Individual Augment Training), which is available via JKO (Joint Knowledge Online). JIAT training may be waived if a member has completed Phase 1 of Joint Professional Military Education (JPME). Appendices E & F contain details on how to access the required JIAT training for AFRICOM and CJTF-HOA, respectively. JKO modules should be assigned as below. (Note: these modules will auto-populate in the enrollments section when members click the CJTF-HOA button.)

Mandatory JKO modules (for AFRICOM and CJTF-HOA):

- (1) Staff Integration
- (2) Comprehensive Approach
- (3) Information Sharing
- (4) Forming the Joint Task Force
- (5) Commander's Communication Strategy
- (6) JTF Logistics
- (7) Intelligence Support to Operations
- (8) Planning
- (9) Legal Aspects of Joint Operations
- (10) Interagency coordination
- (11) Applicable Exercise Scenarios
- (12) Applicable staff training presentations
- (13) Virtual Cultural Awareness Training (VCAT)
 - Members need only complete modules required for their deployed role as outlined in VCAT.

Optional JKO modules:

- (1) J code – specific training modules
- (2) Country and culture briefs in addition to VCAT

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GROUP THREE: Training consists of basic war fighting skills training and must be completed by all personnel prior to entering the USAFRICOM AOR. Service members filling staff billets are not required to deploy with an individual weapon, but must participate in qualification firing on the M16/M4 series rifle for O-3 and below and E-7 and below. Service members in the grades of O-4 and above and E-8 and above must participate in qualification firing with the M-9 pistol. All service members must be familiar with loading, firing, clearing malfunctions, cleaning, and maintaining their primary and secondary weapons. All service component weapon qualification courses will satisfy this requirement.

Any required weapons training/qualification must be completed before entering the USAFRICOM AOR. Individuals must have a copy of current weapons qualification card. Train service members to be confident with their weapon and competent in their ability to hit a target under varied conditions. Qualification or re-qualification should occur as close to the theater arrival date as possible in order to minimize operational readiness impacts. All deploying personnel must be familiar with their primary weapon, whether or not a weapon will be carried. Weapons qualification is not conducted at any deployed locations.

NBC defense training must be current. Personnel assigned to non-mobility designated positions or staff positions must arrange for training classes well in advance of their deployment. Training must be current through the duration of the deployment.

All personnel require all pre-deployment force protection training prescribed below. No exceptions are made because of grade or position.

- Service Level 1, Force Protection Program of Instruction, includes protection measures for DOD personnel, approach to individual protective measures and travel security. **IAW USAFRICOM AT/FP OPORD 01-01**. Commanders will ensure all personnel receive Force Protection Level 1 training within six months of notification of deployment.

- Law of armed conflict training is required annually and must be current.
- Before departure, member should receive a country-specific threat assessment. This should include an AOR-specific update on terrorist/dissident threat, foreign intelligence services threat and criminal threat.

Note: Under no circumstance will an individual arrive in the USAFRICOM AOR without completing required Level 1 force protection training.

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Rule of Engagement/Escalation of force (ROE/EOF):

- a. All Service members shall be provided instruction on US Africa Command ROE orders and EOF procedures. Training should include the use of lethal and non-lethal means.
- b. For maneuver units, commanders shall incorporate rigorous, realistic, and innovative training into normal training evolutions.

Appendix B delineates specific Warrior skills each individual is responsible for knowing prior to deploying.

Training is required for all maneuver units assigned to the AFRICOM AOR. Training must be completed through practical application during field training that simulates conditions that service members will encounter in the AOR. Due to the nature of the operating environment and unique demographics and topography, tasks need not be trained while in Mission Oriented Protective Posture (MOPP). Unit commanders may and are encouraged to incorporate additional training for their units or individuals based on results of their Pre-Deployment Site Survey (PDSS) or other assessment of the environment to which they will deploy in the AFRICOM AOR.

GROUP FOUR – Specific Unit Training

Specific Unit Training Requirements (See Appendix B)

Appendix B. Specific Unit Training Requirements

BLOCK A: Engineering Units

a. Prepared to execute general engineering tasks, as specified in the RFF mission statement, in support of stability and support operations. General engineering tasks include, but are not limited to:

- 1) Construct or repair logistics-support facilities.
- 2) Construct or repair supply routes, airfields, and heliports.
- 3) Construct or repair railroads.
- 4) Construct or repair ports.
- 5) Construct or repair water wells.
- 6) Construct or repair utilities and sanitation.
- 7) Construct or repair power plants.
- 8) Construct or repair pipelines.
- 9) Provide electrical distribution expertise

b. Must be self-sustaining and able to operate in the field for extended periods of time.

c. Must have sufficient M-16/M-4 and M9 qualifications to operate in up to five locations simultaneously.

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- d. Prepared to construct, repair, maintain, and modify building structures, bridges, and roadways.
- e. Capable of completing vertical and horizontal construction projects.
- f. Capable of completing utility facility projects.
- g. Trained to world standards for electricity.
- h. Drivers training: Personnel must obtain an international driving permit if they will be assigned to drive in countries requiring them. Information can be found at:
http://travel.state.gov/travel/tips/safety/safety_1179.html
- i. Communications
 - 1) Communications training: Must able to transmit and receive voice and written communications on applicable communications gear.
 - 2) Must be familiar with the following communications procedures
 - a) SITREP/SPOTREP
 - b) MEDEVAC reports
 - c) Heliborne communications
 - d) Visual Signaling Techniques

BLOCK B: Aviation units

- a. Able to operate in austere and dusty environments
- b. Qualified to conduct aerial refueling operations
- c. Prepared to execute long range missions
- d. Prepared to conduct forward area refueling point (FARP) operations
- e. Qualified to conduct parachute operation for personnel and/or equipment during day and night environments.
- f. Rotary wing units:
 - 1) Conduct confined area landings.
 - 2) Trained to conduct landings in brownout conditions
 - 3) Conduct operations onboard ship and land.
 - 4) Perform external lift operations.

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- 5) Crew served weapons qualified; minimum 2 crews
- 6) NVG LLL capable/qualified; minimum 2 crews
- 7) HAAR capable/qualified; min 2 crews
- g. Fixed wing units: conduct minimum length takeoffs and landings

BLOCK C: Civil Affairs Units

- a. Ability to operate and conduct distributed operations in an urban or rural environment.
- b. Be prepared to conduct convoy operations using non-tactical vehicle to include:
 - 1) Negotiating roadway hazards such as flash floods and wash outs.
 - 2) Interaction with contracted drivers in permissive and hostile events.
- c. Familiar with human terrain mapping, Tactical Ground Reporting system (TGR), and Joint Civil Information Management (JCIM) system.
- d. Ability to integrate Public Affairs Officers into operations
- e. Ability to interact with interpreters
- f. Force Protection
 - 1) Ability to perform force protection at the team size level
 - 2) Ability to integrate host nation force protection
 - 3) Ability to passively defend Team Houses (i.e. exit strategy development, building reinforcement)
- g. Ability to develop relationships with host nation ministries, international organizations, non-government organizations, and local authorities to assist area development.
- h. Be prepared to handle the following contingencies:
 - 1) React to criminal activity
 - 2) React to hostile fire to include sniper fire
 - 3) Isolated personnel
 - 4) Lost-communications procedures
 - 5) MEDEVAC procedures

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- 6) React to civil unrest
- 7) React to accidents involving civilians and animals
- 8) React to carjacking
- 9) React to personal assault
- 10) React to armed confrontations

i. Attend the following course:

- 1) SERE level-B training or service equivalent

j. Weapons handling (Advanced firing techniques):

- 1) Concealed carry proper draw and fire skills
- 2) Reflexive fire
- 3) Transition fire
- 4) Rules of engagement application

k. Culture and language training:

- 1) Attend introductory course on African and Djiboutian culture, African environment, and basic French and Swahili greetings

l. Communications training

- 1) Must be able to transmit and receive voice and written communications on applicable communications gear.
- 2) Must be familiar with the following communications procedures
 - a) SITREP/SPOTREP
 - b) MEDEVAC reports
 - c) Heliborne communications
 - d) Visual Signaling Techniques

m. Medic/corpsman staffing

- 1) Civil Affairs companies will deploy with at least 5 medics/corpsmen per company (or 1 per team).

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- 2) Deploying medics/corpsmen will be current in their Pre-Deployment Trauma Training (PDTT) or service-equivalent training.

BLOCK D: Combat Arms battalion. Ground maneuver unit for CJTF-HOA are tasked with base security, military to military training, force protection of CJTF personnel and equipment, quick reaction force (QRF), and JCSAR security.

a. Camp Security: Security of fixed site to include, but not limited to:

- 1) ECP establishment and operations
- 2) Vehicle and personnel searches
- 3) Biometric operations including familiarization on BATS and HIIDES systems.
- 4) Crew served weapons employment from a static level and elevated positions
- 5) Vehicle and personnel search procedures
- 6) Flight line security
- 7) Conduct presence patrols (coordinated with host nation military forces)
- 8) Perform security operations at port facilities to include shipboard security where required.
- 9) Conduct voice communications
- 10) Conduct QRF operations
- 11) Provide Command and Control for company level operations
- 12) Trained in nonlethal engagement techniques to include at minimum, non-lethal shotgun ammunition
- 13) Convoy live-fire training (mounted and dismounted) including platoon-level day and night training to include break contact.
- 14) QRF will be trained in crowd and riot control (CRC).
- 15) Conduct base defense operations at the platoon level.

b. Military to military training:

- 1) Ability to provide instruction to host nation militaries.
- 2) Per reference (a) and (b), capable of instructing courses in the following areas:
 - a) Noncommissioned officer leadership. Units should ensure they have enough senior NCO's trained as instructors so as not to disrupt unit

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leadership when these NCO's are unavailable due to operational training requirements.

b) Junior officer leadership

c) Compliance with Law of War and Geneva and Hague conventions. Classes are taught by Staff Judge Advocate, but all instructors must be familiar.

d) First aid skills

e) Move as a member of a fire team

f) Move under direct fire

g) Move over, through, or around obstacles (except minefields)

h) Select temporary fighting positions

i) Perform movement techniques during an urban operation at fire team level, both mounted and dismounted.

j) Search vehicles in a tactical environment

k) Control access to a military installation

l) All Navigation skills

m) Perform voice communications

n) Communicate via a tactical telephone

o) Perform surveillance without the aid of electronic devices

p) All commissioned officers must have a basic knowledge of the Military Decision-Making Process (MDMP) and Tactical Operations Center (TOC) operations in order to be able to provide functional training to partner nations' militaries.

c. Force protection detachments.

1) Familiarization of convoy techniques with non-tactical vehicles.

2) Operate in fire team and squad size elements

3) Complete qualifications on service rifle and pistol for dual carry capability.

4) Be prepared to conduct platoon-level Forward Operating Base (FOB) operations including base defense operations, defense of a strong point, and site improvement.

d. Joint combat search and rescue (JCSAR) security platoon:

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- 1) Trained to provide security for JCSAR/PR (Personnel Recovery) units
 - a. Familiarity with Guardian Angel (GA) operations to include infiltration/exfiltration operations IAW AFTTP 3-3 and 3-1 guidance
- 2) Proficient in weapons utilization during day/night operations using night vision devices (NVDs)
 - a. Basic ability to shoot, move, and communicate (actions on contact) as a team
 - b. Conduct live fire exercises as a team
- 3) Proficient in basic maneuver tactics during day/night operations using night vision devices (NVDs)
 - a. Basic battle drills as part of team, squad, and platoon
 - b. Basic skills of alternate insertion/extraction to include fast rope, rappel, and rope ladder
- 4) Familiar with both fixed-wing and rotary-wing operations
 - a. Basic communication techniques and procedures to/from an aircraft
 - b. Familiarity with establishing a security perimeter after egressing airframe and prior to pick-up
 - c. Familiarity with specific aircraft operations, movement, employment, and aircrew expectations upon takeoff, landing, and pick-up
 - d. Know how to brief and communicate sectors of fire with respect to the aviation unit and ground combat element (GCE)

e. Drivers training

- 1) Tactical vehicle licenses. Personnel assigned to Camp Security and QRF must be HMMWV and/or medium weight vehicle licensed.
- 2) Units must emphasize roll-over drills for all vehicles types.
- 3) 100% of tactical vehicle drivers will receive night vision device training.
- 4) Tactical vehicle gunners training
- 5) 100% of HMMWV licensed personnel must be HMMW rollover (HEAT) trained.
- 6) Designated force protection personnel only

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- a) Obtain an international driving permit if required for specified country (information can be found at: http://travel.state.gov/travel/tips/safety/safety_1179.html)

f. Communications training: Must be able to transmit and receive voice and written communications on applicable communications gear.

g. Specialized training.

- 1) Medics must complete advanced trauma training
- 2) Military-to-Military instructors:
 - a) Army Complete Instructor Course or equivalent. minimum of 20 per battalion.
 - b) Small Group Instructor Course or equivalent. minimum of 30 per battalion.
- 3) Combat Life Saver (CLS). 2 per squad.
- 4) Service shotgun qualified: 2 per company.
- 4) Anti-Terrorism Level 2 qualified: minimum of 2 per battalion
- 5) Reflexive Fire training for M16/M4 and M9.

BLOCK E: Protective Services Detail (PSD).

- a. Designated force protection personnel must obtain an international driving permit. Information can be found at: http://travel.state.gov/travel/tips/safety/safety_1179.html
- b. Personnel will be trained to conduct PSD operations in forward deployed areas.
- c. Personnel must be trained in a 3-week Program of Instruction at the US Army Military Police School at Fort Leonard Wood as approved by the Federal Law Enforcement Training Center before deployment.

BLOCK F: Country Coordination Element (CCE).

- a. Culture and language training
 - 1) Perform Virtual Cultural Awareness Training (VCAT) applicable modules per Appendix A of this instruction.
 - 2) Attend introductory course on African and Djiboutian culture, African environment, and basic French and Swahili greetings
- b. Ability to develop relationships with host nation ministries, international organizations, non-government organizations and local authorities to assist area development.

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c. Driver Training.

- 1) Personnel must obtain an international driving permit if they will be driving in a country that requires it. Information can be found at:
http://travel.state.gov/travel/tips/safety/safety_1179.html

d. Embassy counterterrorism procedures to include use of safe havens.

e. Familiarization course on Department of State operations to include:

- 1) Roles and responsibilities of Embassy personnel
- 2) DoS and NGO/IGO interaction
- 3) Department of State roles and responsibilities
- 4) Chief of Mission Authority
- 5) USAID
- 6) Embassy protocol
- 7) Cable messages
- 8) Distributed operations

BLOCK G: MEDICAL PERSONNEL

a. Tropical medicine training

(1) Ability to diagnose and treat malaria and other tropical diseases. Training shall include disease prevention and education as well as rapid malaria testing and microscopy.

(2) Recommended courses are the Walter Reed Army Institute of Research (WRAIR) Tropical Medicine Course "Deployment and International Health Short Course," the AF Institute for Occupational Health "Global Medicine Course", or the Navy Military Tropical Medicine Course. Course must be completed within the 24 months prior to deployment to the AOR. Alternate courses will be considered by the USAFRICOM SG.

b. Post exposure rabies management and treatment training

c. MEDEVAC training and familiarization with ISOS in Africa; training in Transportation Command Regulating and Command and Control Evacuation System (TRAC2ES) and Theater Medical Data Store (TMDS) systems

d. Disease non-battle injury and reportable medical event reporting (deployment health surveillance)

e. Post-exposure HIV management and treatment

f. For locations without Preventative Medicine or Public Health support, personnel should receive the following training:

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(1) Basic field sanitation and hygiene including disease prevention, vector control, and water sampling

(2) Deployment Health Surveillance and Joint Medical Work Station (JMeWS) where applicable

g. Language and culture training is highly recommended

h. Privileged credentialed providers (including but not limited to physicians, nurse practitioners, nurse anesthetists, physician assistants, independent duty corpsmen, independent duty medical technicians, and special forces/special operations/civil affairs medics) should hand-carry a one-page inter-facility transfer brief indicating their clinical privileges. The inter-facility transfer brief should be obtained through the provider's credentialing office via the Centralized Credentials Quality Assurance System (CCQAS) or equivalent reference.

BLOCK H: Veterinarian Personnel

a. Trained to conduct veterinary civic action programs

b. Able to provide veterinary preventive medicine to include animal disease control for domestic animals requiring vaccines or euthanasia in contingency and forward operating locations

c. Able to diagnosis and aid in the reduction/prevention of Zoonotic diseases

d. Trained to perform statistical sampling of local food supply

e. Make sensory evaluations and collect, prepare, and transmit samples to laboratory for testing

f. Conduct quality assurance inspections of food storage areas

g. Evaluate and recommend corrective actions for unsanitary conditions for developing communities

h. Language and culture training is highly recommended

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Appendix C. Training Readiness

TRAINING READINESS							
Warrior Tasks (INDIVIDUAL)	CJTF-HOA STAFF	ENGINEERING UNITS	PERSONNEL SECURITY DETACHMENT	AVIATION UNITS	MEDICAL/VETERINARIAN	CIVIL AFFAIRS	COMBAT ARMS BATTALION
SHOOT							
Qualify w/ assigned weapon (marksmanship)	X	X	X	X	X	X	X
Perform a function check	X	X	X	X	X	X	X
Load/Unload weapon	X	X	X	X	X	X	X
Correct malfunctions w/ assigned weapon	X	X	X	X	X	X	X
Engage targets	X	X	X	X	X	X	X
Conduct weapon clearing procedures	X	X	X	X	X	X	X
Engage targets with M240B MG			X				X
Engage targets with M60 or M249 MG			X				X
Engage targets with M2 Cal. 50 MG			X				X

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Correct malfunctions of a MG (M2, M240B, M249, MK-19)			X				X
Engage targets with weapon using a night vision sight (AN/PVS-4, AN/PAS-13, AN/TVS-5)		X	X				X
Engage targets using an aiming light (AN/PEQ-2A, AN/PAQ-4)			X				X
Employ mines and hand grenades			X				X
Concealed carry training			X			X	X
MOVE							
Determine location on ground (terrain association, map, & GPS)		X	X		X	X	X
Navigate from one point to another (dismounted & mounted)		X	X		X	X	X
Move over, through, or around obstacles (except minefields)		X	X		X	X	X
Prepare/operate a vehicle in a convoy		X	X		X	X	X
PERFORM VOICE COMMUNICATIONS							
SITREP	X	X	X		X	X	X
SPOTREP	X	X	X		X	X	X
MEDEVAC	X	X	X		X	X	X
Use visual signaling techniques		X	X			X	X

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TRAINING READINESS							
Warrior Tasks (INDIVIDUAL)	CJTF-HOA STAFF	ENGINEERING UNITS	PERSONNEL SECURITY DETACHMENT	GENERAL AVIATION UNITS	MEDICAL/VETERINARIAN	CIVIL AFFAIRS	COMBAT ARMS BATTALION
URBAN OPERATIONS							
Perform movements techniques during an urban operation			X			X	X
Engage targets during an urban operation			X			X	X
Enter a building during an urban operation			X			X	X
FIGHT							
Move under direct fire		X	X			X	X
React to indirect fire (dismounted & mounted)		X	X			X	X
React to direct fire (dismounted &		X	X			X	X

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mounted)							
React to unexploded ordnance hazard		X	X			X	X
React to man-to-man contact (Combatives)			X			X	X
React to chemical or biological attack/hazard	X	X	X	X	X	X	X
Decontaminate yourself & individual equipment using chemical decontaminating kits	X	X	X	X	X	X	X
Maintain weapon and equipment		X	X		X	X	X
Select temporary fighting position		X	X		X	X	X
COMBAT LIFESAVER SKILLS							
Evaluate a casualty	X	X	X	X	X	X	X
Perform first aid to clear an object stuck in the throat of a conscious casualty		X	X		X	X	X
Perform first aid to prevent or control shock		X	X		X	X	X
Perform first aid for burns		X	X		X	X	X

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Perform first aid to prevent or control heat injuries	X	X	X	X	X	X	X
Perform first aid to restore breathing and/or pulse		X	X		X	X	X
Perform first aid for open wound (abdominal, chest, & head)		X	X		X	X	X
Perform first aid for bleeding, fractured, and/or severed extremity		X	X		X	X	X
Prepare & Transport a casualty		X	X		X	X	X
Medical evacuation		X	X		X	X	X

Appendix D. Uniform & Clothing Readiness

1. Digital/desert utilities in adherence with individual service regulations. Boonie hats authorized.
2. Flight suits are authorized for designated aviation/aircrew and special operations personnel.
3. Jewelry and sunglasses must comply with Service regulations and be conservative in nature.
4. Serviceable, clean, Service-authorized PT gear with PT shoes and white socks are authorized during after-hours activities in designated areas.
5. Depending on location and Service, appropriate civilian attire may also be authorized for on-post wear. Appropriate civilian attire shall comply with common sense standards

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of safety, decency, and modesty, and present neat, conservative, appearance (no torn clothes, no flip-flops/ sandals without heel straps, no inappropriate slogans).

Appendix E. Joint Knowledge On-line Instructions for members deploying to AFRICOM AOR (non-CJTF-HOA)

The Joint Individual Augmentee Training (JIAT) program is posted on the Joint Knowledge Online (JKO) portal of the Army Knowledge online/Defense Knowledge Online (AKO/DKO) website so you must attain a DKO/AKO account.

To register for a DKO/AKO account:

- (1) Go to: <https://www.us.army.mil>
- (2) Under "New User?" click on "Register for DKO."
- (3) Click on "Create Army Account" and follow the prompts.
- (4) Once you have your account go to: <http://jko.ifcom.mil> and login to JKO. Please ensure you complete all the required fields to validate your user information.

Here's how to get to the JKO-NIPR and the JIAT program (once you have your account):

- A. **Log into your AKO** account using your AKO user name and password or your CAC.
- B. On the AKO homepage scroll down, look on the right hand side of the homepage near the "Key Links" heading. Select "**DoD Links**." The system will take you to the DKO portal.
- C. On the DKO portal, under "Joint Training," select the **JKO** icon on the far left side of the web page. This takes you to the JKO portal.
- D. On the JKO portal, select the "Take Courses" tab on the right.
- E. Select the "Enrollment" drop down menu at the top.
- F. Select "Browse Courses."
- G. Select the "Curriculum" tab.
- H. Select "CERTIFICATION: JTF FUNDAMENTAL COURSE JTF-101," and you will be automatically enrolled in the JTF 101 curriculum.

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Appendix F. Joint Knowledge On-line Instructions for members deploying to CJTF-HOA

The Joint Individual Augment Training (JIAT) program is posted on the Joint Knowledge Online (JKO) portal of the Army Knowledge online/Defense Knowledge Online (AKO/DKO) website so you must attain a DKO/AKO account.

To register for a DKO/AKO account:

- (1) Go to: <https://www.us.army.mil>
- (2) Under "New User?" click on "Register for DKO."
- (3) Click on "Create Army Account" and follow the prompts.
- (4) Once you have your account go to: <http://jko.ifcom.mil> and login to JKO. Please ensure you complete all the required fields to validate your user information.

Here's how to get to the JKO-NIPR and the JIAT program (once you have your account):

- A. **Log into your AKO** account using your AKO user name and password or your CAC.
- B. On the AKO homepage scroll down, look on the right hand side of the homepage near the "Key Links" heading. Select "**DoD Links**." The system will take you to the DKO portal.
- C. On the DKO portal, under "Joint Training," select the **JKO** icon on the far left side of the web page. This takes you to the JKO portal.
- D. On the JKO portal, in the upper right side of the page under the purple banner titled "Deploying to a JTF?" select the button labeled "**JTF HQ Training**" on the top row, Right side.
- E. The system will take you automatically to the JTF HQ Communities homepage. On that page, select the link to the specific JTF HQ op area identified in your orders. In your case, select the **Horn of Africa / OEF** link (or click on the logo).
- F. Scroll down to the section labeled JIAT CJTF-HOA Enrollment and click on the link labeled JKO Learning Management Systems (LMS).
- G. Scroll down to the "JIAT CJTF-HOA Enrollment" section and follow the instructions to automatically enroll in all required Joint IA training for CJTF-HOA.

Appendix G. Joint knowledge On-line Course Offerings

1. Baseline academic training (part 1, 2 and 3)

Part 1: Academic Training (13hrs)

- ☐ **J3OP-US196**, Forming the JTF HQ (CJTF HOA) (2hrs)
- ☐ **J3OP-US197**, Information Management (CJTF HOA) (1hr)
- ☐ **J3OP-US198**, Legal Issues (CJTF HOA) (1hr)
- ☐ **J3OP-US202**, Staff Integration (CJTF HOA) (1hr)
- ☐ **J3OP-US203**, Joint Public Affairs (CJTF HOA) (1hr)

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- ☐ J3OP-US204, Comprehensive Approach (CJTF HOA) (1hr)
- ☐ J3OP-US205, Theater Logistics Operations (CJTF HOA) (1hr)
- ☐ J3OP-US207, Intelligence Fusion and Sharing (CJTF HOA) (1hr)
- ☐ J3OP-US208, Interagency Perspective and Integration (CJTF HOA) (1hr)
- ☐ J3OP-US209, Commander's Communication Strategy (CJTF HOA) (1hr)
- ☐ J3OP-US210, Joint Information Operations (CJTF HOA) (1hr)
- ☐ J3OP-US239, Planning (OIF) (1hr)

Part 2: Scenarios (1hr)

- ☐ J3OP-US219, CJTF-HOA Exercise Scenarios **(1hr)**

Part 3: Presentations (8.5)

- ☐ J3OP-US095, Joint Operations Center (JOC) Presentation **(.5hrs)**
- ☐ J3OP-US098, Joint Personnel Recovery Agency (JPRA) Introduction **(1hr)**
- ☐ J3OP-US156, Joint Center for Operations Analysis (JCOA) Introduction **(1hr)**
- ☐ J3OP-US158, Knowledge and Information Fusion Exchange (KNIFE) **(1hr)**
- ☐ J3OP-US218, Operational Protection (CJTF-HOA) (1hr)
- ☐ J3OP-US228, Joint Civil-Military Operations (CJTF-HOA) (1hr)
- ☐ J3OP-US231, Civil-Military Operations and Humanitarian Assistance Program (CJTF-HOA) (1hr)
- ☐ J3OP-US323, JTF Transition Planning (CJTF HOA, OIF, OEF) **(1hr)**
- ☐ J3OP-US331, Combat Stress and PTSD (CJTF HOA, OIF, OEF) **(1hr)**

Part 4: Cultural Awareness training:

- ☐ J3OP-US500, Virtual Cultural Awareness Trainer (VCAT) Horn of Africa (HOA) Course.

2. JMD specific Billet Code Training offerings

J2 Intelligence (8hrs)

- ☐ J2OP-US013-13 JTF 101, Module 13: Joint Intelligence (2Hrs)
- ☐ J3OP-US0224 N/S, Intelligence Support to Operations (OIF) Unclassified Course (2Hrs)
- ☐ J3SN-MN105, Introduction to Rules of Engagement (ROE) Course (5hrs)

J3 Operations (7hrs)

- ☐ J3OP-US013-02 FOUO, Module 5: Joint Operations Planning (2Hrs)
- ☐ J3SN-MN105, Introduction to Rules of Engagement (ROE) Course (5hrs)
- ☐ J3OP-US018, Fundamentals of Personnel Recovery (FPR) Course (6.5hrs/Only to J3100 billets)

J4 Logistics **(9.5hrs)**

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- ☐ J5OP-US001, Joint Operations Planning and Executions System Course (JOPEs) (6hrs)
- ☐ J4OP-US013-07 JTF 101, Module 7: Joint Logistics (1.5hrs)
- ☐ J4OP-US013-08 JTF 101, Module 8: Joint Reception, Staging, Onward Movement, and Integration (JROOI) (1hr)
- ☐ J4OP-US096, Medical Patient Movement Items Tracking and Visibility Course (1hr)

J5 Plans (14hrs)

- ☐ J50P-US002, Joint Planning Orientation Course (JPOC) (9hrs)
- ☐ J3SN-MN105, Introduction to Rules of Engagement (ROE) Course (5hrs)

J6 Communications (2hrs)

- ☐ J6OP-US004, Global Command and Control System Joint (GCCS-J) Course (2hrs)

Joint CMO Task Force (JCMOTF) (5hrs)

- ☐ J3ST-MN102, Peace Support Operations, Civil Military Cooperation for Commanders and Staff (2hrs)
- ☐ J3OP-US231 N/S, Civilian Military Operations and Humanitarian Assistance Program (CTJF-HOA) (1hr)
- ☐ J3SN-MN105, Introduction to Rules of Engagement (ROE) Course (5hrs)
- ☐ JP 3-57 Civil-Military Operations (1hr/Document)

Surgeon (10hrs)

- J3ST-MN102, Peace Support Operations, Civil Military Cooperation for Commanders and Staff (2hrs)
- J4OP-US013-17 N/S, Module 17: The Joint Task Force (JTF) Fundamentals Course (JTF 101) Introduction to the Role of the Joint Task Force Surgeon (8hrs)

Legal (3hrs)

- J3ST-MN102, Peace Support Operations, Civil Military Cooperation for Commanders and Staff (2hrs)
- J3OP-US231 N/S, Civil Military Operations and Humanitarian Assistance Program (CTJF-HOA) (1hr)

Chaplain (3hrs)

- ☐ J3ST-MN102, Peace Support Operations, Civil Military Cooperation for Commanders and Staff (2hrs)
- ☐ J3OP-US231 N/S, Civil Military Operations and Humanitarian Assistance Program (CTJF-HOA) (1hr)

PAO (4hrs)

- ☐ J3ST-MN102, Peace Support Operations, Civil Military Cooperation for

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- Commanders and Staff (2hrs)
- ☐ J3OP-US231 N/S, Civil Military Operations and Humanitarian Assistance Program (CTJF-HOA) (1hr)
- ☐ J3OP-US238, Joint Public Affairs (OIF) Course (1hr)

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Appendix H. UNIT FIELD SANITATION KITS.

Due to the enhanced disease and non-battle injury threat in the US Africa Command AOR, all deploying units are required to have unit field sanitation and vector surveillance equipment capability when deploying to locations without organic public health support in the Africa Command AOR. Basis of allocation is one field sanitation kit per site with sufficient quantities for the population supported. Purpose of this equipment is to provide basic field sanitation capability for unit personnel in order to minimize impact of disease and non battle injury due to sanitation and vectors. Table 13.1 displays suggested minimum stockage list for a unit field sanitation kit, which will support 150 personnel.

TABLE 13.1 UNIT FIELD SANITATION STOCKAGE

NOMENCLATURE	NSN	UI	QTY REQ
Insect repellent, personal application (2 oz tube)+	6840-01-284-3928	BX	2 TUBES/SM
Insect repellent, clothing IDA kit+	6840-01-345-0237	BX	3 KIT/SM
Insect repellent, clothing and bed net treatment	6840-01-278-1336	BX	1 CN/SM
Insecticide, d-phenothrin	6840-01-412-4634	CN	1 can/ SM
Insecticide, Demand Pestab (note 3)	6840-01-431-3357	CO	1/150 SM
Fly bait	6840-01-183-7244	CN	1/150 SM
Sprayer, insecticide manually carried (2 gal)	3740-00-641-4719	EA	1/50 SM
or (note 6)	or		
Sprayer, insecticide manually carried (1 gal)	3740-00-191-3677		
Sprayer, insecticide repair parts kit (note 5)	3740-01-234-3448	EA	3/Sprayer
Trap glue, rodent	3740-01-240-6170	BX	2 BX/150 SM
Trap glue, roach	3740-01-096-1632	BX	2 BX/150 SM
Swatter, fly	3740-00-252-3383	DZ	1 dz/150 SM
Goggles, industrial (non-vented)	4340-00-190-6432	EA	2/150 SM
Gloves, chemical and oil protective	8415-01-012-9294	PR	2/150 SM
Respirator, pesticide	4240-01-259-4578	EA	3/team
Coveralls, cotton sateen	8405-00-082-5533	EA	6/150 SM
Calcium hypochlorite (6 oz jar) (note 1)	**6810-00-255-0471	BT	1/150 SM
Chlorination kit, water purification +	6850-00-270-6225	KT	1/15 SM
or Chlorination kit, water	or 6850-01-374-9921		
Water purification tablet, iodine	6850-00-985-7166	BT	2/SM
Thermometer, food	6685-00-444-6500	EA	2/team
Wet bulb-globe temperature kit (WBGT) (note 7 and 8)	6665-00-159-2218	EA	1/unit
Wet bulb-globe temperature, black globe thermometer	6685-01-110-4429	EA	1/unit
Wet bulb-globe temperature, wet bulb thermometer	6685-01-110-4430	EA	1/unit
Wet bulb-globe temperature, dry bulb thermometer	6685-01-110-6563	EA	1/unit
Alcohol swabs, single pads (500)	6510-01-153-4638	BX	1 BX/150 SM
Chest #3, 30 x 18 x 10 (note 2)	6810-00-914-3480	EA	As required to store supplies
Chlorine test tablets DPD #1 (100 tablets)	6550-01-044-0315	PG	1
Container, bait, rodent (UI contains 6 bait stations)	3740-01-423-0737	BX	1/team
Disinfectant, food service (U/I contains 12 packets)	6840-00-810-6396	BX	1/75 indiv
Mouse trap, spring indiv (UI contains 12 traps)	3740-00-252-3384	DZ	4dz/150 indiv
Rat trap, spring (UI contains 12 traps)	3740-00-260-1398	DZ	4dz/150 indiv
Rodenticidal bait anticoagulant, 0.005% diphacinone 40 blocks per box	6840-00-089-4664	BX	1/150 indiv
Rodenticide bait anticoagulant, 0.005% brodifacoum (Talon-G) 11 lb can	6840-01-426-4808	CN	1/150 indiv
or	or		
Rodenticidal bait anticoagulant, 0.005% bromadiolone, (Maki pellets) 11 lb can (See Note 4)	6840-01-151-4884		

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Test paper, chlorine residual	6630-01-012-4093	PG	1
Water purification tablet, chlorine or	6850-01-352-6129	PG	10/indv
Water purification tab 50s, iodine, 8 mg (UI contains 50 tablets)	or 6850-00-985-7166	BT	2/indv

- Note 1: Store calcium hypochlorite separately from organic materials in individually packed plastic zip lock bags. Place individually packed zip lock bags into serviceable ammunition can marked with Department of Transportation (DOT) oxidizer labels.
- Note 2: Units may store FLD SAN materials (except NSN 6810-00-255-0471, calcium hypochlorite, unless packed in serviceable ammunition can) in a sealed metal chest or in a footlocker. Whenever possible, keep all materials in their original packaging. If removed from the original package, package the materials in a fiberboard or plywood box and then place them into the sealed metal chest or footlocker.
- Note 3: Demand Pestab replaces insecticide, chlorpyrifos (Dursban LO, NSN 6840-01-210-3392). Use Dursban LO until stocks depleted.
- Note 4: Do not prestock Talon-G or Maki because of short shelf-life. Order on a priority basis prior to anticipated deployment. For emergency procurement: Contact the Defense Supply Center, Richmond (DGSCR) Emergency Supply Operations Center (ESOC) at DSN 695-4865 or Commercial (804) 279-4865. This ESOC is staffed 24 hours a day, 7 days a week.
- Note 5: Obtain three sets of repair parts for each sprayer. Repair parts include items such as: check valves, pressure cups, filters, O-rings, and four way nozzles with crack and crevice tips. Order repair parts from the sprayer manufacturer by part number as Class IX repair parts.
- Note 6: If all sprayers are not equipped with a pressure gauge, order a pressure gauge, NSN 3740-01-332-8746, and filter, NSN 4330-01-332-1639, to retrofit the sprayers.
- Note 7: WGBT kit replacement wick (Part Number 5180-0001), water reservoir (Part Number 6013-0145), and black globe analog (round piece that fits over black thermometer) (Part Number 6013-0142) can be purchased from Sigma Products, South Carolina, 1-800-215-0440 (Ms. Cramer). NSN assignment and Armed Forces Management Board review pending.
- Note 8: Cotton shoestring may be used for wick replacement.

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1. Unit Field Sanitation kits can be ordered through the standard unit supply system for an estimated cost of \$11,000 for a 150 person sized element. Single stock number item kits can be ordered from TACSURV (NSN 4540-01-578-4352) for an estimated cost of \$7,065 for a 25 person sized element. Kits can be ordered from TACSURV (stock code 01-FSK-150, GSA Contract #GS-07F-9123D) for a 150 person sized element for an estimated cost of \$30,175.

2. For US Army units requirements for this kit are established in AR 350-1 and FORSCOM Regulation 350-1 requirement, for USASOC units this is a USASOC Pamphlet 40-1 requirement. The kit is a unit funded requirement.

3. For USMC units guidance on equipment is provided in MCRP 4-11.1D.

4. For US Navy units guidance on equipment is provided in NAVPUB 5010-9.

Appendix I. Site Specific Instructions for Libieria – (OOL)

1. Armed Forces of Liberia (AFL) Background:

- Aug 2003: comprehensive peace agreement ended 14 years of civil war and drove former president Charles Taylor into exile in Nigeria.
- 2005: Her Excellency, Ellen Johnson-Sirleaf elected President.
- 2006: 2,000 person men and women were recruited, vetted, and trained for a new Armed Forces of Liberia.
- Jan 2010: Operation ONWARD LIBERTY established.
- Feb 2010: AFL forms Coast Guard.

2. Mission Statement: Operation ONWARD LIBERTY mentors will advise and mentor the Armed Forces of Liberia in order to develop the AFL's ability to build and maintain a professional and capable military force that is subservient to civil authority.

3. Operation ONWARD LIBERTY objectives:

- Develop AFL into an operationally capable force respectful of the Rule of Law
- Infuse ethics within AFL officers and enlisted personnel
- Facilitate AFL's staff to assume command responsibilities
- Establish a military justice system and judicial staff
- Assist AFL to match budget to mission requirements
- Improve AFL logistical support
- Assist AFL to strengthen relationships with the Liberian people
- Enhance AFL's ability to vet and train future recruits
- Advise AFL on how to improve operational relationships with Liberian National Police (LNP)

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4. Liberia is a fantastic country undergoing a major transformation. The weather is extremely rainy with periods of up to 6 days of consecutive rain during certain months. Each mentor is encouraged to conduct further research on the internet.

5. The point of contact for all information regarding these reporting instructions is the U.S. Marine Corps Forces, Africa (MFA) G-1 Operations office. They can be contacted via e-mail at mfag1@mfe.usmc.mil, by calling DSN 314-431-2165/2069, or commercial 011-49-7031-15-2165/2069. After working hours, the 24-hour Command Center can be contacted at DSN 314-431-2265/2520 or commercial (49) 7031-15-2265/2520, or e-mail mfewatch@mfe.usmc.mil.

6. **All Marines will fly commercial air into Stuttgart, Germany and report to HQ. U.S. Marine Corps Forces, Africa G-1 for administrative processing and mission orientation training.** MFA will have a representative of the staff receive all personnel outside the customs declaration in the baggage claim area. **Other service members will in-process through their service component Headquarters; e.g., USAF personnel through 17th Air Force, Ramstein Germany; US Army through US Army Africa, Vicenza, Italy.** After check-in and training is complete, all personnel will fly commercial air into Roberts International Airport in Monrovia, Liberia. Personnel can expect to be in Stuttgart between 3 to 5 days. Initial travel into Stuttgart and follow on travel dates to Monrovia will be coordinated with MFA G-1 in advance IOT facilitate Country Clearance submission and approval prior to departing home station. MFA G-1 Operations will track flight itineraries; if changes occur, member and/or components need to inform MFA G-1 immediately. Due to the difference in time zones, all information is required in advance, as normal duty hours do not coincide with CONUS. After normal working hours, contact the MFA 24-hour Command Center using the contact information provided in paragraph (4).

Upon arrival in Monrovia, Liberia, the OOL Officer in Charge (OIC) will have a representative of his staff receive all personnel outside the customs declaration in the baggage claim area. Arrival dates will be determined by Service Component support to the Request for Forces (RFF). Upon arriving, each service member will pay a \$20 expeditor fee. **THIS PAYMENT CAN ONLY BE MADE IN CASH (U.S. DOLLARS).** The expeditor fee will be reimbursed on the initial travel claim. Payment will be made to the OOL S-4 or to the expeditor if visible at the airport.

7. Deploying service members must have received close administrative screening to ensure they have sufficient obligated service remaining to complete the temporary duty assignment, and do not have any financial or family hardships that would cause significant issues during deployment.

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a. Marines will be assigned "To TAD Excess," crisis code 9GF, and PersTempo is started via the unit diary.

b. MFA G-1 will report appropriate entitlements on Marines via unit diary once Marine has been joined. Entitlements for OOL may include Family Separation Allowance, Hardship Duty Pay, and Imminent Danger Pay. Note: Liberia is not a combat zone; therefore, members are not tax exempt. The Department of State recently cancelled HDP for its personnel; therefore, AFRICOM is now reviewing HDP/IDP for DoD personnel. Therefore, HDP/IDP may be cancelled at anytime.

8. Legal. IA's must go through their legal office to update powers of attorney and wills/living wills/medical directives. Personnel who have medical directives will include a copy in their deployed medical records.

Deploying service members will not have any of the following:

- a. Severe financial problems/difficulties.
- b. Projected child support or custody hearings during deployment dates.
- c. Projected divorce/separation hearings during deployment dates.
- d. Outstanding administrative or legal issues.

9. The following pre-deployment training must be completed prior to departure from home station. Under no circumstances will an individual depart their home station without completing all training requirements listed:

a. Pre-Deployment Training Program (PTP), Block 1 is required per CG TECOM MSG R170023Z MAR 06.

b. Per CG TECOM QUANTICO MSG 12185 Jan 04, Level "B" Code of Conduct training is a requirement for all personnel/units/forces assigned/deployed to the USAFRICOM AOR and must be completed **prior to arrival in AOR**. Completion of this training must be reflected in MCTFS (for Marines) prior to departure.

c. Current Level 1 Anti-Terrorism/Force Protection Training must be completed for all services. For Marines the training must be reflected in MCTFS prior to departure in accordance with MCO P3302.1C.

d. Isolated Personnel Report (ISOPREP) cards are required and should be completed and submitted prior to departing parent command. MFA G-2 has the lead on this and all ISOPREP work should be sent to them.

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e. All personnel are required to complete a PFT and CFT and have the score entered into MCTFS (for Marines) prior to reporting. Due to the dynamic mission requirements of this operation, no physical fitness test (PFT) or combat fitness test (CFT) will be taken in Liberia.

f. Official photos can be taken for promotion boards at the US Embassy, Monrovia. Recommend that service members take promotion photos prior to deployment due to limited availability at US Embassy.

10. IA's will not be issued a weapon for deployment as weapons are not authorized in Liberia. US Embassy, in coordination with United Nations Mission in Liberia, does not allow US military to carry weapons in Liberia. IA's are authorized to bring small knives into Liberia.

11. Personnel must have a valid U.S. driver's license that will remain valid during the entire deployment. Personnel will be required to drive vehicles in connection with their official duties. IA's must also have the capability to drive a manual (stick shift) vehicle as there are no automatic transmission vehicles available in Liberia. Drivers will receive additional driving training for in Monrovia upon arrival. There will also be drivers assigned from DynCorp to support movement around AFL camps and for grocery shopping in Monrovia.

12. Personnel must have a valid U.S. Armed Forces Identification Card that will remain valid during the entire deployment.

13. A no-fee official **OR** tourist passport is also required. **VISAS ARE REQUIRED. HOWEVER, IF, DUE TO TIME CONSTRAINTS, YOU ARE UNABLE TO OBTAIN A VISA PRIOR TO YOUR REPORT DATE, THE STATUS OF FORCES AGREEMENT (SOFA) WILL SUFFICE FOR ENTRY INTO LIBERIA.** In the absence of a visa, all service members **MUST** hand-carry the United States of America and Republic of Liberia (SOFA) along with official orders and their U.S. military identification card. The SOFA will be given to you when you receive your official orders. If you do not receive this SOFA, please request it from your command orders writers immediately.

These documents will be presented to Customs officials when transiting European countries. If you do not possess this SOFA, you will not be allowed to transit through European countries. Contact MFA G-1, via your chain of command, if there is an issue with obtaining passport prior to departure.

14. Ensure personnel report with their skeletal SRB/OQR/Mobility folder (USAF)/Officer/Enlisted Report Book (USA), and medical and dental records.

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15. Personnel will require a Government Travel Charge Card (GTCC) with a minimum monthly limit of \$10,000. All GTCC's must be issued through your parent command's Agency Program Coordinator (APC). Prior to creating TAD orders, IA's must be dropped from their command's APC. The MFA APC will then add them to the MFA GTCC account hierarchy.

16. Personal Finance. The U.S. dollar is readily accepted in Liberia and there is no limit on the amount of foreign currency that can be transported into and out of the country, provided each member follows the specific regulations on how such transfers must be done. Regulations require sums in excess of \$10,000 (U.S. dollars) must be reported at the port of entry and no more than \$7,500 (U.S. dollar equivalent) in foreign currency banknotes can be moved out of the country at one time. Larger sums must be transferred via bank drafts or other financial instruments. Personnel without a Liberian bank account are limited to two outgoing \$5,000 (U.S. dollars) over-the-counter cash wire transfers per month. Wire transfers are NOT RECOMMENDED as they are unreliable and subject to substantial fees. **ATMs are not available. Traveler's checks and credit/debit cards are not accepted anywhere in Liberia.** The only way to procure money is by cashing a check at the U.S. Embassy in Monrovia, Liberia. Mentors will have the opportunity to get cash each week through the OL finance officer. All members must arrive with a minimum of \$2000 cash. This should be taken out as a travel advance from your GTCC at any bank before deployment. Cash advance will be paid with submission and settlement of initial travel claim. **Parent commands must complete a thorough screening for financial stability due to the remote nature of this mission.**

17. Internet for OL personnel is not readily available based upon local service contract and some base locations. DTS access is not available for OL as well. DTS is tracked for each deployed individual through MFA G-1.

18. Deploying service members are highly encouraged to bring as many hygiene and amenity items as possible, as these items are quite expensive in Liberia (i.e. toothpaste, shaving cream, toilet paper, razors, soap, etc).

19. There is no Chaplain on the OL staff; service members may attend local church for Catholic and Protestant services.

20. Service members should set up a Skype account for access to call home. Skype account to Skype account access requires the purchase of an air card. Vonage does not work here, as the only internet service in Liberia is wireless.

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21. Service members should also ensure they have accounts set up in DFAS and MyPay to enable them to have access to pay and leave information. Members are also highly encouraged to set up an online account with their respective bank to verify they are receiving pay.
22. Service members must have access to their service component's online email account (Marine Online, Air Force Portal, Army AKO/DKO).
23. There is currently a wide disparity in excess baggage charges that vary by airline. Service members should use their GTCC for any unforeseen additional charges; MFA G-1 will arrange for payment on the GTCC in the initial travel claim; **DO NOT use personal credit cards for excess baggage fees or airline tickets**. Each service member must pay particular attention to what is being charged based upon currency conversion.
24. No flacks or helmets or associated body armor are required for OOL deployment.
25. Service members are highly encouraged to read the USMC Small Wars Manual as it will provide knowledge relative to the 14 year long civil war in Liberia. This publication can be found on the official website for the Marine Corps, <http://www.marines.mil>.
26. Ensure strict compliance with all medical screening requirements prior to departing parent command. Service members will hand carry skeleton medical/dental records. Individual medical records must be updated with at least the following minimum requirements:
 - a. Blood type/G6PD/Sickle-Cell and DNA on file verification.
 - b. Medications/allergies.
 - c. Immunization records, including both the SF 601 and the PHS 731 yellow shot card, fully updated (see below for specifics).
 - d. Pre-deployment health assessment questionnaire and pre/post-deployment questionnaires from previous deployments (see below for specifics).
 - e. Summary sheet of past medical problems.
 - f. Document required lab work (see below for specifics).
 - g. Current physical exam.
 - h. Verification of dental class I/II.

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i. A 6-month or 1-year supply (based on length of tour) of malaria medication and all other prescription medications. Regarding malaria, it is imperative that deploying personnel take their medication on time and have an adequate amount to last through the deployment. There are several types of malaria medication available. There have been several U.S. deaths in Liberia since 2003. The specific type of malaria medication should be determined by your physician. **Members must ensure they begin taking malaria medication 2 weeks prior to deploying if prescribed Mefloquine; if another malaria medication is issued, ensure you begin taking it as prescribed by the physician before deploying.**

j. Documentation of requirement for specific medical equipment (glasses, hearing aids, dental orthodontic equipment, etc.)

k. No unresolved health problems (P-4 profile, limited duty status, pregnancy, etc.)

l. Females deploying should be screened for pregnancy 30 days and 14 days prior to departure from prior duty station.

m. Pre-deployment questionnaires must be completed within 30 days of departure from parent command. Current questionnaire forms in use is dated September 1998 (Questionnaire version 2.02 is no longer in use). All questionnaires require a health care provider's review for disqualifiers prior to an individual's deployment. Disqualifiers include unresolved health problems mandating light duty, pregnancy, HIV seropositivity, dental category III or IV, or problems the provider feels may compromise the individual's capacity to carry out the mission. Positive answers to questions 2-4 or 7-8 must be referred to a physician, physician's assistant, nurse, or independent duty corpsman.

n. Lab work and tests. All personnel must have:

o. DNA verification that samples are on file with the repository (may be confirmed by contacting DNA specimen repository by calling (301) 295-4379, faxing (301) 295-4380, or e-mailing afrrssir@afip.osd.mil).

p. PPD (TB test) completed within the preceding 6 months prior to reporting to this AOR. A post-deployment PPD is required within 12 months, but is strongly recommended within 2 months after redeployment.

q. HIV Test completed within 12 months prior to reporting to this AOR.

r. Immunizations (minimum required):

(1) Hepatitis A (Havrix) (Series initiated or completed)

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- (2) Tetanus-Diphtheria (every 10 years)
- (3) Oral polio (one time adult booster)
- (4) Yellow fever (every 10 years)
- (5) MMR (one time adult booster)
- (6) Typhoid (potentially every two years, oral every five)
- (7) Meningococcal (every five years)
- (8) Influenza (current annual vaccine administered)

(9) Anthrax in accordance with SECDEF and CMC policy; Members who have started anthrax series since 1 March 1998 must be continued, recommence or resume the anthrax program

- (10) Malaria medication (sufficient quantity for the duration of deployment)

(11) Allergies must be fully identified and treated before deploying as there are many vector-borne threats in Liberia (e.g. bee stings, ants, spiders)

27. Failure to comply with any of the above medical or dental requirements presents potential medical issues. Any medical requirement not satisfied prior to reporting or transfer to this AOR places an undue burden on this command and the supporting medical and dental commands. With limited resources, medical issues may not get resolved in this AOR. Any unresolved medical issues can be considered disqualifying, which may result in the early return of personnel, thus severely compromising the readiness and mission of OOL.

28. Medical support in Liberia is limited to OL medical team and local support at Jordanian Medical Hospital, UNMIL. Urgent medical care patients will be transferred to this hospital and/or evacuated from country.

29. In accordance with the Department of Defense Foreign Clearance Guide, www.fcg.pentagon.mil, and U.S. AFRICOM guidance; an electronic country clearance (eCC) and an Aircraft and Personnel Automated Clearance System (APACS) are **required** to enter Monrovia, Liberia AOR. Access to both the eCC and APACS are available at the following websites: <https://ecc.state.gov/security/EccLogin.aspx>, <https://apacs.dtic.mil/apacs/>. **Failure to complete either of these country access requests will result in denied access into Monrovia, Liberia.** Clearances should be submitted 30-days prior to departure date from CONUS. **Allow for a minimum lead time of 2 weeks from submission to approval for clearance requests.**

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All service members should enroll and complete the online Joint Training course (J7SN-US333) "Advising Foreign Security Forces 101". Online access is available at the Joint Knowledge Online (JKO) website: <http://jko.jfcom.mil/>. Each service member will require an AKO/DKO/JKO account. The following steps are provided for easy access to this training:

- Select JTF Training
- Take a course
- Select enrollment and enroll
- Browse courses (J7S)
- Select J7N-US333

This course will take about 1 hour and provides that basics of what the purpose is of an advisor and what types of skills/traits are required of advisors.

30. Order writing instructions. The following information must be included in TAD orders:

- The Department of State will fund travel and per diem, operations and maintenance costs per U.S. Africa Command RFF 7090081 Liberia Defense Sector Reform Mentor-Advisor Program message
- Purpose of travel is in support of Operation ONWARD LIBERTY for U.S. Africa Command and U.S. Marine Corps Forces, Africa
- Location of temporary duty is Monrovia, Camp EBK (majority of personnel are located here), or Camp Ware
- Quarters are available at no cost and government messing is NOT available or directed
- Variation of itinerary is authorized
- Rental car is not authorized
- Certification of completion of AT/FP training
- Certification of completion of Level B Code of Conduct Training
- Security clearance with date and type of investigation

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- Excess baggage authorized at government expense up to 5 pieces, not to exceed 70 lbs per bag. Checked baggage in excess of 70 lbs will be considered as two pieces and items over 100 lbs will not be accepted

Marine Personnel

- Prior to creating authorization, service members will contact their home station ODTA and request to be dropped from their hierarchy
- Once dropped, service members will contact the MFA G-1 to be added to the MFA hierarchy
- Once added to MFA hierarchy, Marines will create DTS orders to go from their home station to Monrovia, Liberia via Stuttgart, Germany. Service members will book a flight to Stuttgart and follow only; once in Germany, MFA G-1 will assist each service member with their follow on flight to TAD location (Monrovia)
- Service members must follow service specific instructions for booking transportation. Travelers, who are authorized, will book unrestricted round trip transportation in DTS. The SATO Germany 24 hour number is +49 800 826-8960. If calling from the U.S. the number is 1-866-576-4635
- Travelers will build their itinerary for the duration of the deployment. Partial payments are directed
- Travelers will route their DTS authorization using MFA G-1 route list, which is populated in the default list once added to the MFA hierarchy. The routing is traveler to SATO to MFA Comptroller to MFA G-1
- Use of Government Travel Charge Card is directed in accordance with DoD Policy. An initial cash advance of \$2000 is authorized
- Upon completion of TAD/TDY, members will submit a final travel voucher within 5 days of returning to their permanent duty station upon
- All travel will be funded by State Department funds via MFA
- Members should be setup for recurring partial payment in DTS

Authorized Per Diem Rates and lodging for all locations is as follows:

Camp Ware

- Per diem is \$46.00 daily
- Government-funded lodging is provided

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- Government meals are not available or directed

Camp EBK

- Per diem is \$46.00 daily
- Government-funded lodging is provided
- Government meals are not available or directed

Monrovia/Barclay Training Center(BTC)

- Per diem is \$90.00 daily
- Government-funded lodging is provided
- Government meals are not available or directed

35. Gear list:

The following items are NOT required:

- Flak jacket and helmet
- Chemical/biological warfare gear
- Winter gear
- Body armor
- Ballistic goggles

Required Items (Military):

- Passport
- Status of Forces Agreement (SOFA)
- Personal Check Book
- Government Travel Credit Card
- Skeletal Service Record Book/Mobility folder/Officer or Enlisted Report Book
- Medical/Dental Records
- 5 copies of original orders
- Military ID card

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- Valid U.S. Driver's License
- 782 Gear (minus flack & helmet)
- Dog Tags - 2 pair
- Prescription eye glasses – 1 pair
- Malaria Medication (min 6 month supply)
- Boots - hot weather (ICB or service equivalent) – 2-3 pairs
- Socks (green) - 10 pair
- Hygiene kit – 1
- Reflective PT Belt - 1
- Service 'C' Uniform w/ Ribbons (service equivalent)
- Dress Blues/Mess Dress (service equivalent)(Military Balls & Other Functions at U.S. Embassy)
- Green T-shirts- 10
- Utility uniform (woodland pattern), service specific – 4 sets – (Permethrin-treated)
--Permethrin Arthropod Repellent spray, NSN 6840-01-278-1336 or Insect/Arthropod Repellent Protective Treatment for Military BDU, NSN 6840-01-345-0237)
 - Woodland pattern utility covers – 2
 - Woodland pattern field cover – 1
 - MCMAP Belt (Marine Corps specific) – 2 – service equivalent for utility uniform
- Rank Insignia – 5 sets
- Boot Bands – 4 sets
- Boot Laces – 4 sets
- Seabag – 1
- Duffel bag/service equivalent - 1
- Poncho – 1
- Inflatable Foam Pad - 1
- CamelBack – 1
- Tactical Gloves (black) - 1 pair

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- Hearing Protection -1
- Eye Pro/Sunglasses - 1 pair
- Assault Pack/Daypack - 1
- Mosquito head net – 1
- Waterproof bag (military issue) - 1
- Gore-Tex uniform top - 1
- GORE-Tex uniform bottom – 1
- Mosquito Net (Permethrin treated) – 1
- Thumb drive/portable hard drive (issued)
- Laptop computer (issued)
- CAC reader (issued)

Required Items (civilian):

- Socks (PT) – 10 pr
- PT Gear (Civilian) – 2 sets
- Running Shoes – 2 pairs
- Towels – 2
- Wash cloths – 4
- Shower Shoes/flip flops – 2 pair
- Hygiene kit - 1
- Laundry Bag – 2
- Durable Watch – 1
- Civilian dress/collared shirts – 3
- Civilian Trousers - 3 pair to include at least one khaki or dress trouser
- Civilian Shorts – 3 pair
- Civilian t-shirts - 5

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- Swim suit - 1
- Civilian Hat – 1
- Belt - 1
- Civilian dress shoes - 1 pair
- Civilian dress socks – 2 pair
- Civilian Rain Jacket(thin for hot weather)
- Civilian evening jacket/sport coat (officers-for formal events at U.S. Embassy)
- Insect repellant (min 25% DEET concentration) – 2 cans
- Sunscreen – 2 bottles
- U.S. Postage Stamps

Recommended Supplies (these items are not required, but may assist in performing your duties:

- Note Cards (various sizes)
- Waterproof Notebooks - 2
- Black Ink Pens - 1 box
- Batteries (AA, AAA) - 1 case
- Compass - 1
- Protractors - 2
- Map Markers (super fine) - 1 set
- 90 mph Tape - 1 roll
- 550 cord (50 ft.) - 1
- Notepads - 5
- Pad Locks - 2
- Extension cord – 1 (ensure cord can handle at least 220v)
- GPS

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- Flashlight - 1
- Surge protector (220v, American style)
- US to European power wall adapters
- Laptop (personal, if not issued one from gov't)
- Mass storage device/thumb drive/ external hard drive (personal, if not issued from gov't)
- Leatherman/Gerber multi-tool
- Hand sanitizer
- Face wipes
- Antibacterial/disinfectant wipes
- Waterproof boots – 1 (rainy season)
- I-Pod
- Headphones w/mic (Skype)
- Hiking Boots/Trail Shoes- 1 pair
- Camera
- Hangers
- Water bottle - 2
- Ziplock baggies
- Badge/ID card holder
- Bathing suit
- Can opener

31. Additional Notes:

- Lost luggage is a frequent occurrence when flying into Liberia. Personnel will pack the following items in their carry-on luggage:

- Passport
- Visa/SOFA

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- Personal Checkbook
 - GTCC
 - Skeletal Service Record Book/Mobility folder/Officer or Enlisted Report Book
 - Medical/Dental Records
 - 5 copies of original orders
 - Military ID card
 - Valid U.S. Driver's License
 - Dog Tags - 2 pair
 - Prescription eye glasses – 1 pair
 - 1 complete set of utility uniforms
 - 1 complete set of casual civilian attire
 - 1 complete set of PT gear
 - Hygiene kit
 - Laptop
 - CAC reader
- Civilian clothing monetary allowance is not authorized. **Appropriate civilian attire is necessary for occasional visits to the Embassy and liberty.**
- Postal/mail operations are limited and currently handled by the Embassy. If you think you need it, bring it. It is not recommended to request or receive excessive size care packages.

Mail is picked up by OOL personnel at Embassy mailroom each Wednesday and Friday, minus U.S. and Liberian holidays. The average time to receive mail is 3 to 4 weeks. Outgoing mail is currently limited to a normal letter size envelope. This policy is for OOL mentors as well as Department of State personnel. MFA is actively working to have his policy updated to allow for larger size out going mail. Please note that packages have been returned to Dulles Airport as a result of prohibited items. Prohibited items for mail can be found at: http://pouch.a.state.gov/content.asp?content_id=177&menu_id=89 Once you gain access, click on the UPDATED PROHIBITED ITEMS LIST link for a detailed list of items.

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- DTS payments will be scheduled in 30 day increments.

36. Summary. The mission of mentoring for this operation is dynamic and requires paradigm thinking (outside of the box). Being an effective mentor requires one to listen, assess and provide thoughts to our AFL counterparts. Recommend service members read as much as possible on Liberia and its political and military history, as well as the West Africa region (ECOWAS) and UNMIL participation; this will greatly aid in your success as a mentor/advisor. The Commander of U.S. Marine Corps Forces, Africa welcomes your arrival.